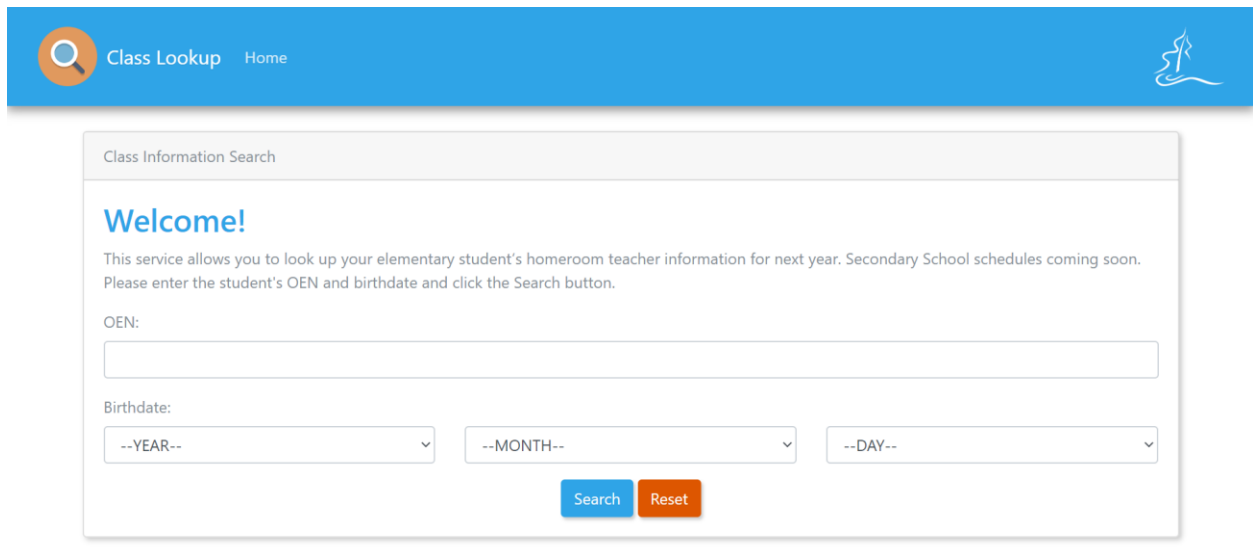


July 8, 2020

Dear Parents/Guardians,

The purpose of this message is to provide information about how to access secondary timetables for the 2020-21 school year. A website called "Class Lookup" has been created to allow parents/guardians access to your child's next year's timetable. To access this website, please click the following link, or type the following into the address bar of your web browser <http://classlookup.kprdsb.ca/>. You will be brought to a website that looks like the following:



The screenshot shows the 'Class Lookup' website interface. At the top, there is a blue header with a magnifying glass icon, the text 'Class Lookup Home', and a logo on the right. Below the header is a white box titled 'Class Information Search'. Inside this box, there is a 'Welcome!' message followed by instructions: 'This service allows you to look up your elementary student's homeroom teacher information for next year. Secondary School schedules coming soon. Please enter the student's OEN and birthdate and click the Search button.' Below the instructions, there is a form with the following fields: 'OEN:' followed by a text input field; 'Birthdate:' followed by three dropdown menus for '--YEAR--', '--MONTH--', and '--DAY--'. At the bottom of the form are two buttons: 'Search' (blue) and 'Reset' (orange).

You will need to enter the student's Ontario Education Number (OEN), which you can access on your child's report card, and their date of birth and click search. If both entries match in our database, you will be shown your child's name along with their scheduled timetable for next year. If you experience any difficulties accessing this information, please contact us.

Wishing you and your family a safe and healthy summer.

Sincerely,

Silvia Grdovic
Principal
Clarke High School