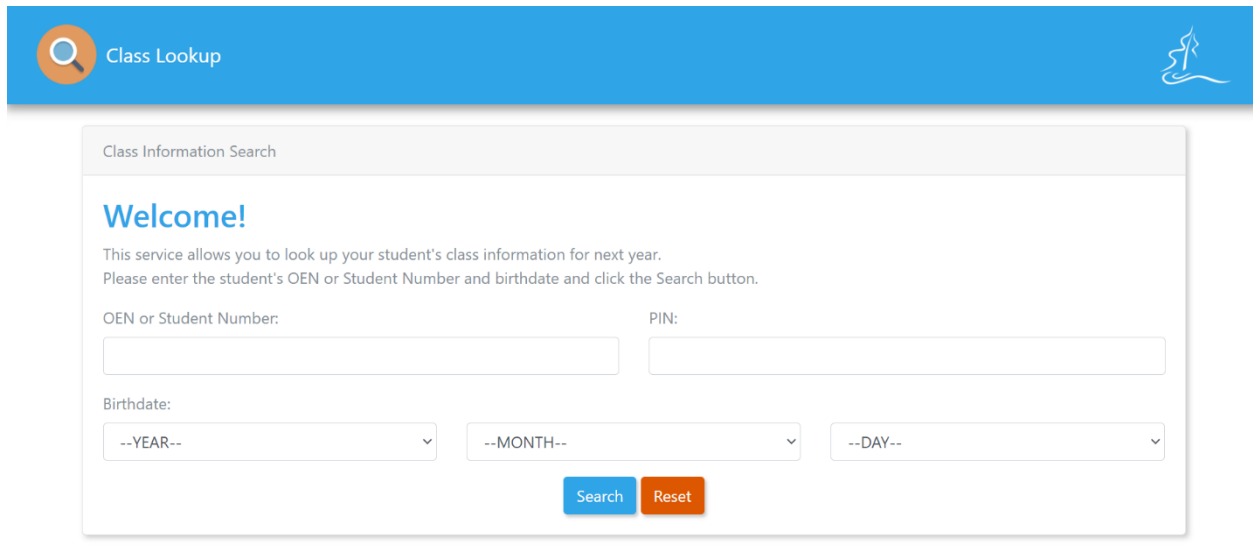


June 17, 2021

Dear Secondary Parents/Guardians,

As a reminder, a KPR website has been created to allow parents/guardians access to course selection information for September 2021. The website will be accessible beginning **Wednesday, July 7<sup>th</sup>**. 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 and the text 'Class Lookup' on the left, and a stylized logo on the right. Below the header is a white search box titled 'Class Information Search'. Inside the search box, there is a 'Welcome!' message and instructions: 'This service allows you to look up your student's class information for next year. Please enter the student's OEN or Student Number and birthdate and click the Search button.' There are two input fields: 'OEN or Student Number:' and 'PIN:'. Below these are three dropdown menus for 'Birthdate:' with labels '--YEAR--', '--MONTH--', and '--DAY--'. At the bottom of the search box are two buttons: 'Search' (blue) and 'Reset' (orange).

You will need to enter the student's OEN, date of birth, PIN and click search. If those values match in our database you will be shown the student information along with their course choices for September 2021. The PIN for each student will be sent out to families again on June 21<sup>st</sup>.

Finally, it is important to note that due to changes in enrolment during the summer or early fall, course selection information may change, and therefore, course choices are tentative at this time. We appreciate your understanding and support in these situations.

Wishing you and your family a safe and healthy summer.

Sincerely,

S. Grdovic

Clarke HS