



SchoolMailbag is a internet based system designed to strengthen and enhance the school to home connection by promoting consistent, timely and efficient communication among administrators, teachers, parents/guardians and students. Homework, student progress, school calendar of events, policies and procedures, and extracurricular activities are accessible via the Internet. The system was developed to help school systems comply with the No Child Left Behind Act of 2000 and to help parents/guardians become more involved their children's education. Features and benefits are numerous:

#### **FOR EDUCATORS:**

- ✓ An individual website is developed for each specific school.
- ✓ General information about that school and its district such as address, telephone number, teacher extension directory or policies and procedures can be displayed for parents and other interested parties.
- ✓ The school and activities calendar of events can be displayed. Included with the calendar feature is the capability to download forms so that permission slips and announcements associated with a particular event are accessible and printable.
- ✓ Reminder feature to notify selected group of teachers, parents/guardians and students via email of upcoming events and activities.
- ✓ A 12-period class schedule form is created to post the students' schedules and extracurricular activities.
- ✓ Administrators and teachers have individual personal logins.
- ✓ Each individual teacher has the capability to log daily homework assignments for each class to be viewed by parents/guardians and students. Entries are saved and accessible for the entire school year.
- ✓ Email addresses are assigned to each administrator and teacher so that parents/guardians can easily communicate directly with a specific person.
- ✓ Teachers and administrators can email individual parents/guardians/students or "mass mail" messages or announcements through the system without creating individual distribution lists.
- ✓ Email attachments are permitted allowing anything currently sent home via paper to be sent to the parents/guardians.
- ✓ Multi-lingual. Each school can designate up to 3 different language choices for communication.



Technology Solutions for Business and Life

**FOR PARENTS/GUARDIANS/STUDENTS:**

- ✓ Create individual login(s) for children's school(s).
- ✓ View homework, student's schedule, assignments, attendance and extracurricular activities.
- ✓ View school calendar of events and volunteer opportunities.
- ✓ Communicate with individual teachers without having specific email address.
- ✓ Register up to 3 email addresses for communication from teachers and administrators.
- ✓ Designate primary language choice in which to view and receive information.

**OTHER FEATURES AND BENEFITS:**

- ✓ SchoolMailbag system is hosted by OCI Solutions.
- ✓ SchoolMailbag has extended hours of availability including weekends, holidays, and around the clock on Monday through Friday.
- ✓ SchoolMailbag technical environment is constantly monitored with a proactive approach to problem solving.
- ✓ SchoolMailbag operates in a remote secure environment, eliminating the need for additional hardware or personnel at the school.
- ✓ SchoolMailbag promotes timely communications. Reduces telephone calls and callbacks.
- ✓ SchoolMailbag is a closed, secure email system where no advertising, banners or spam emails are allowed.
- ✓ SchoolMailbag is a confidential system not requiring any personal information on administrators, teachers, parents/guardians or students.
- ✓ SchoolMailbag implementation is quick and easy to use, accessing information via a front end link to already established school databases
- ✓ SchoolMailbag requires minimal training.



Technology Solutions for Business and Life  
Additional option:

**Homework assignment phone number**

This option will provide a toll free number in which the parent or child can receive daily updates as far as homework assignments school closings and other pertinent general information. This option fills the void if there is no Internet access for a parent or child. The information provided on this system is pulled directly from the SchoolMailbag website so the educators will not have to update two different systems. This option will provide the school information in three different languages, English and the two languages of choice by each school.

SchoolMailbag is offered by OCI Solutions, Inc. a service-disabled veteran-owned small business with a wealth of experience in the software development and web-hosting environment.

*To learn more about the products and services provided by OCI Solutions, Inc.  
visit our website at*  
**[www.ocisolutions.com](http://www.ocisolutions.com)**