

Listed below are the directions for navigating through the parent access system.

1. Go to the Lansing School District #158 web site: <http://www.d158.net>
2. Click on “Parent Connection” which is located on the left side of the page.
3. Click on your child’s school.
4. Enter the Student Number as the “User ID” (9 digits).
5. Enter the Student PIN # as the “Password” (4 digits)
6. Click OK.
7. Your child’s schedule will appear in the middle of the screen. Click on the course name to view that subject’s specific information. The clickable tabs at the bottom will display other information for that subject if it is available.
8. Your child’s average and letter grade for each class appears in the left hand frame of the screen (the dark blue area). The number of missed assignments for each class will also be listed next to the course grade. Contact your child’s teacher for information on these assignments.
9. To view attendance information click “Attendance”. Other information is also available by clicking:
  - School Calendar – a calendar appears
  - Demographics – lists information relevant to your child’s enrollment.
  - Discipline – for elementary students only out of school suspensions will be listed on this page

If you have further questions regarding your child’s progress, please contact your child’s teacher by e-mail to schedule a meeting or call the school office at one of the numbers listed below:

- ❖ Calvin Coolidge Elementary School (708) 474-4320
- ❖ Oak Glen Elementary School (708) 474-1714
- ❖ William C. Reavis Elementary School (708) 474-8523
- ❖ Memorial Junior High School (708) 474-2383