

Parent access guide for Charms Music Assistant

LD Bell Choir Program

- Log on to www.charmsoffice.com
- Locate the "PARENT/STUDENT LOGIN" section of the web page.
- Access program specific information using the code: [ldbellhschoir](#)
- This will bring up the main parent page.
- This will allow you to access our public calendar, event lists, handouts & other files.
- Clicking on an event will allow you to access details for that event, such as times, attendance requirements and event necessities necessities. Clicking on "event list" puts all of the calendar information in a list form for easy printing.
- When you enter your child's SCHOOL ID NUMBER, you will be able to access even more detailed information about your student's uniform assignments, music assignments, financial records, forms and attendance records. Enter your child's ID FIRST – then you may create your own, unique password by clicking on the "keys icon."
- Three areas in which you can help the director maintain his/her records:
 - o Student Information – You can make changes to you and your child's information (such as phone numbers and email addresses if they change) to help the directors communicate with you more effectively.
 - o Payments for fees, trips and deposits to your student's account.
 - o Student Attendance Records - Verify you students level of participation in required events and other program activities throughout the year.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.