



# Upper Saddle River Schools

## Administrative Offices

395 West Saddle River Road  
Upper Saddle River, New Jersey 07458  
201-961-6500 (voice) ~ 201-934-4923 (fax)

Dr. Monica M. Browne  
Superintendent of Schools

Dana Imbasciani  
Board Secretary/Business Administrator

Dear Parent or Guardian:

The USR School District is excited to announce that the parent/student portal feature in our student information system, WebEIM, is now available to parents. The use of this feature will benefit students, teachers, parents, and school administrators by improving communication of information between school and home. Below are answers to some questions you may have.

### **What is the district doing to protect my children's privacy?**

Your children's privacy is extremely important to us. Your account will only be activated after district personnel have reviewed your Electronic Student Information System and Agreement Form.

### **What about security?**

The WebEIM portal utilizes an SSL certificate with 128-bit encryption and is hosted on an in-house server. The portal information is read only; parents do not have the ability to enter or edit data.

### **What information will I have access to?**

The district will be implementing the WebEIM parent/student portal for grades K through 8. The following information will be available for students in each school.

#### Cavallini

Demographic Information  
Progress Reports  
Grade Book Report  
Grades  
Attendance  
District calendar

#### Bogert

Demographic Information  
Attendance  
District calendar

#### Reynolds

Demographic Information  
Attendance  
District calendar

*Note: You will be notified via email as new features are added to the parent/student portal.*

### **Why is there less information for Bogert and Reynolds schools?**

Bogert and Reynolds schools use standards-based report cards, which do not allow for the use of the WebEIM gradebook. This limits the ability of the system to provide grades and an academic report. In addition, Bogert and Reynolds do not issue progress reports for students.

**Who can apply?**

Each parent with a separate e-mail account may apply. If both parents/guardians wish to apply, both will need to fill out and sign a separate Electronic Student Information System and Agreement Form.

**How can I access the parent/student portal?**

Please sign and submit the attached **Electronic Student Information System and Agreement Form**. Once we have received the form:

- You will be contacted via the email address on file that your account has been activated.
- Go to the district's or your child's school website and look in the footer for a link to WebEIM **OR** go directly to <https://webeim.usrschoolsk8.com/>.
- Click on the Forgot Password link
- Enter your email address and a randomly generated password will be emailed to you

**What is my Login ID?**

Your login ID will be the email account that we have on file for you in WebEIM.

**What is my password?**

Your password will be randomly generated and emailed to you when you click on the "Forgot Password" link on the WebEIM homepage. Go to the "General" menu and select "Change Password."

**Can I change my password again at a future date?**

Yes. You will be able to change your password as often as you would like once you are logged on to WebEIM.

**What if I see data that needs to be updated or changed?**

All changes or discrepancies must be reported to the appropriate school personnel for review and approval.

**When can I expect grades to be posted?**

It depends on the assignment. All grades are expected to be posted in timely fashion. As always, feel free to contact the teacher with any questions.

**Will I still receive a printed copy of my child's report card and progress report?**

Yes.

**How can I get help?**

Please send an email to [techsupport@usrschoolsk8.com](mailto:techsupport@usrschoolsk8.com) or click on the tech support email link on the WebEIM logon page.

**How can I apply for access to WebEIM?**

Please fill out the Electronic Student Information System and Records Agreement Form and mail it to:

Upper Saddle River Schools  
Technology Department  
391 West Saddle River Road  
Upper Saddle River, NJ 07458

If you have any questions, please send an e-mail to [dcazes@usrschoolsk8.com](mailto:dcazes@usrschoolsk8.com).

Sincerely,

Daniel B. Cazes  
Director of Technology



# Upper Saddle River Schools Technology Department

Reynolds School  
391 West Saddle River Road  
Upper Saddle River, New Jersey 07458  
201-961-6376 (voice) ~ 201-236-8432 (fax)

## Electronic Student Information System and Records Agreement Form

**Purpose:** To provide parents/guardians and students the opportunity to view student data and information over the Internet. Information may include but not be limited to grades, assignments, behavior, and attendance from the district's student information system (WebEIM)

I am requesting access to my student's information from the Upper Saddle River School District student information system, WebEIM. I agree to abide by and support the expectations listed below. I understand, for the interest of security, the Upper Saddle River School district reserves the right to deny access at any time. By signing this agreement, I, as a user, release the district from any and all liability for damages arising out of any unauthorized access to my student/parent portal account. I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site. In other words, the information is my personal information and needs to be treated as such.

1. All records, data, or information related to individual students shall be treated as confidential and shall be maintained in the manner that will assure the privacy of students and parents. Only parents/guardians and students may be granted access to the electronic information via a user ID and password.
2. The district is committed to maintaining the confidentiality of educational records and any other student information from the district's student information system. I will not allow anyone else to use or view the account.
3. Users will not attempt to harm or destroy data of their children, another user, school, or district network.
4. Parents will not use the parent/student portal for any illegal activity including violation of Data Privacy laws. Anyone violating the laws will be subject to civil and/or criminal prosecution.
5. Parents will not access data or any account owned by another parent/student.
6. Parents who identify a security problem with the parent/student portal must notify Daniel Cazes, 201-961-6377, immediately without demonstrating the problem to anyone else.
7. Individuals who are identified as a security risk to the parent/student portal will be denied access.
8. My signature indicates that I have carefully read and understand the significance of the terms and conditions set forth and remaining in effect for the duration of my student's enrollment within the Upper Saddle River School District.

I understand that three unsuccessful logins will disable my account. If my account becomes locked, I will contact the school my child attends and request the account to be unlocked. I will answer any questions to verify my identity. I understand it may take as many as 3 school days to unlock the account.

Should there be any question as to the identity of the person requesting the information, the district employee reviewing the information may request additional information to verify your identity. This process is meant to protect the confidentiality of your family information and student records.

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Parent/Guardian Name (**please print**)

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Signature

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Date

Please return to: Upper Saddle River Schools  
Technology Department  
391 West Saddle River Road  
Upper Saddle River, NJ 07458