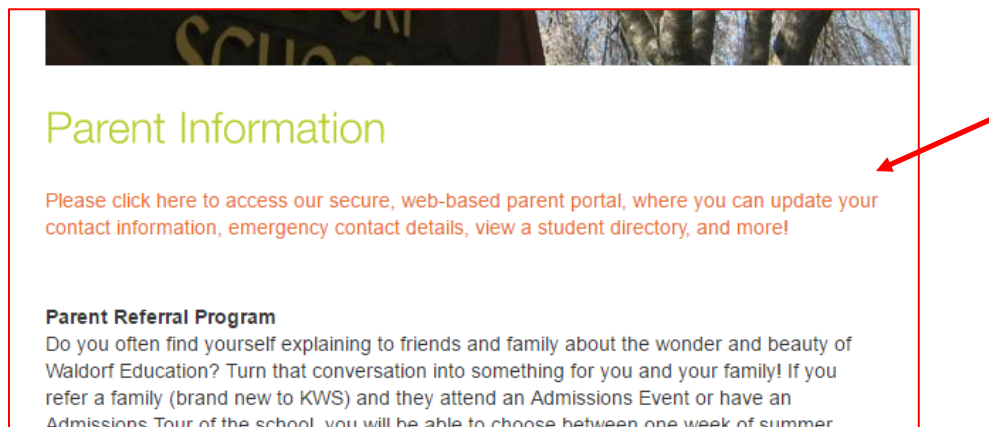


Dear Parents,

Welcome to the KWS Parent Portal!

It has been one year since we first opened the portal, and we are glad have it as a tool for communications at KWS. The parent portal is a place designed to make your work as a parent easier. In order for the school to have the most updated information about you and your children, it is essential that every family keeps their records updated.

To access the portal for the first time, visit our website at [Kimberton.org/parents](http://Kimberton.org/parents) and click the linked text in orange at the top of the page

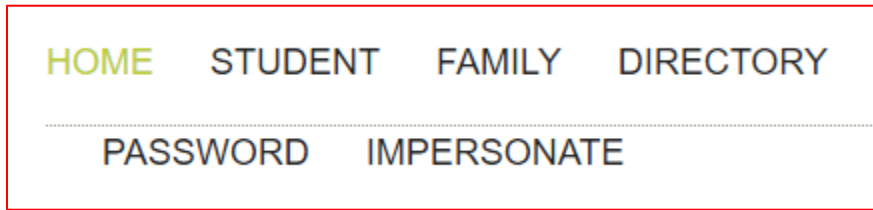


You will arrive at the log-in screen, where you can enter your username and password (consider bookmarking this page for easy return access).

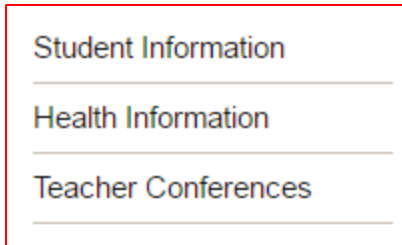
Your username is usually your first and last names with no space (for example, marysmith). Passwords were given out last year for current KWS parents, and are sent to new parents at the time of enrollment. If you have questions regarding your password, please don't hesitate to contact our database administrator in the high school office, [Melanie Cunningham](#).

We rely heavily on the information you enter for your family. We ask that parents visit the portal before **August 29**, so that we are prepared with complete emergency and medical information before our students arrive on the first day of school. Please visit each page to review and enter information.

Once logged in, click “Student” and “Family” at the top of the screen,

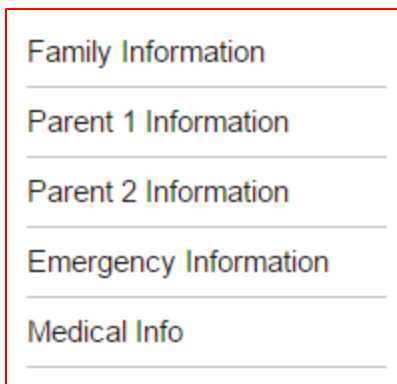


After clicking “STUDENT” you will see these choices at the left:



Click each one and go through the fields on the right to update your information.

After clicking “FAMILY” you will see these choices at the left:



Click each one and update the fields. Please be as complete and accurate as possible.

Thank you for giving this important task as a KWS parent your attention. If you have any issues with the portal or questions about navigation and use, please contact Melanie Cunningham in the high school office.

We look forward to seeing everyone in a few weeks!

*Melanie*

Melanie J. Cunningham  
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Database Administrator  
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