David B. Sturdevant
Head of School

July 15, 2015

Dear Parents and Guardians,

We hope you are enjoying your summer! Although there is still plenty of warm weather left, we are sending this letter to inform you about changes to the Lincoln Academy registration system that are just around the corner.

This year, Lincoln Academy, along with all of the AOS 93 schools, is moving student registration materials to a system called InfoSnap, the leading provider of student information collection solutions for pre K-12 schools. InfoSnap offers a green data filing system that will allow both parents and the school offices to easily review and update student information, as well as access this information quickly in case of emergency.

You will access InfoSnap through your PowerSchool Account. **In order to register your child(ren), you will need to have a PowerSchool *parent username and password*. If you do not already have one, step-by-step instructions for creating an account are included in this mailing. If you have trouble accessing your PowerSchool account, please contact the Assistant to the Head of School, Carole Brinkler at 563-3596 ext. 102 or** brinkler@lincolnacademy.org.

We will be emailing a link for all registration materials later this summer after InfoSnap goes live on August 10. If you are not sure we have your current email, please contact Carole Brinkler ***before August 10*** **at** brinkler@lincolnacademy.org or 563-3596 ext. 102.

Unlike in past years, when registration materials could be filled out either electronically or on paper, this year all Lincoln Academy registration forms will need to be filled out online.

If you do not have access to a computer or internet at home, if you have trouble accessing your PowerSchool account, or if you have any other questions about the Lincoln Academy registration process, we can help! The Lincoln Academy IT team will host its first ever Tech Help Day on Sunday, August 16 from 9am-4pm in ATEC. **Parents and guardians of LA students are invited to visit the new ATEC building (enter between the gym and Hall House, pass the new turf field, and park between ATEC and the new residence hall). During Tech Help Day, faculty and members of the LA IT team will be on hand to answer parent questions and help families register for the 2015-16 school year. You can bring your own device or use a school computer.**

Thank you for your patience and support as we update our systems. We hope that over time these changes will make accessing important information easier for students, parents, and staff at Lincoln Academy.

Please note that parent PowerSchool accounts have been temporarily disabled while student schedules are updated and InfoSnap is added. *Accounts will be accessible to parents on August* 10.

Sincerely,

David Sturdevant
Head of School