

# CHARMS

Parents and Students,

During the school year The Reagan Orchestra Booster Club and I will need to contact you in order to convey valuable information on concerts, rehearsals, special events and other Orchestra activities. We use the CHARMS program to send group emails and update our database of families' contact information.

Please help us keep our database up to date by following the instructions below to access the CHARMS system and enter in your contact information.

Thank you,  
Sixto Elizondo IV

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## How to access parent information In the CHARMS System

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the "PARENT/STUDENT LOGIN" section of the web page.
- Login to your child's program account using the following login:

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- This will bring up the main parent page. This will allow you to look at your child's program's **public calendar, event list, handouts and other files.**
- When you enter your child's ID NUMBER, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory. **If you have not already, you will be required to change your password.** Do not be alarmed, the notification screen is a bit dramatic. CHARMS is moving away from ID numbers as passwords.

○ **Student information form –please fill/update or make changes to your child's student information page (such as updating phone numbers and email addresses if they have changed) to help the teacher communicate with you more effectively.**

- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities.

\* You can find additional documents and Contact information: <http://reaganorchestra.weebly.com/>