



TEANECK COMMUNITY CHARTER SCHOOL

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October 16, 2020

Dear TCCS Parents and Guardians,

As we approach our revised hybrid in-person reopening date of Monday, October 26, I would like to remind you of the importance of updating your students' emergency contacts in the TCCS parent portal.

As shared in my various reopening presentations, all students who will be attending in-person classes MUST have a minimum of three emergency contacts on file in our system. However, we are also encouraging all families to review and update their contacts at this time, regardless of program choice, as we want to ensure that our records are up to date.

To update and/or add emergency contacts, please follow the instructions on the next page. If you have any questions or are unable to access the parent portal, please feel free to contact me at rgallo@tccsnj.org. Otherwise, thank you for your cooperation and have a great weekend!

Thanks and Best Regards,

Ralph Gallo
Lead Person / Director

TCCS Parent Portal - Contact Update Instructions

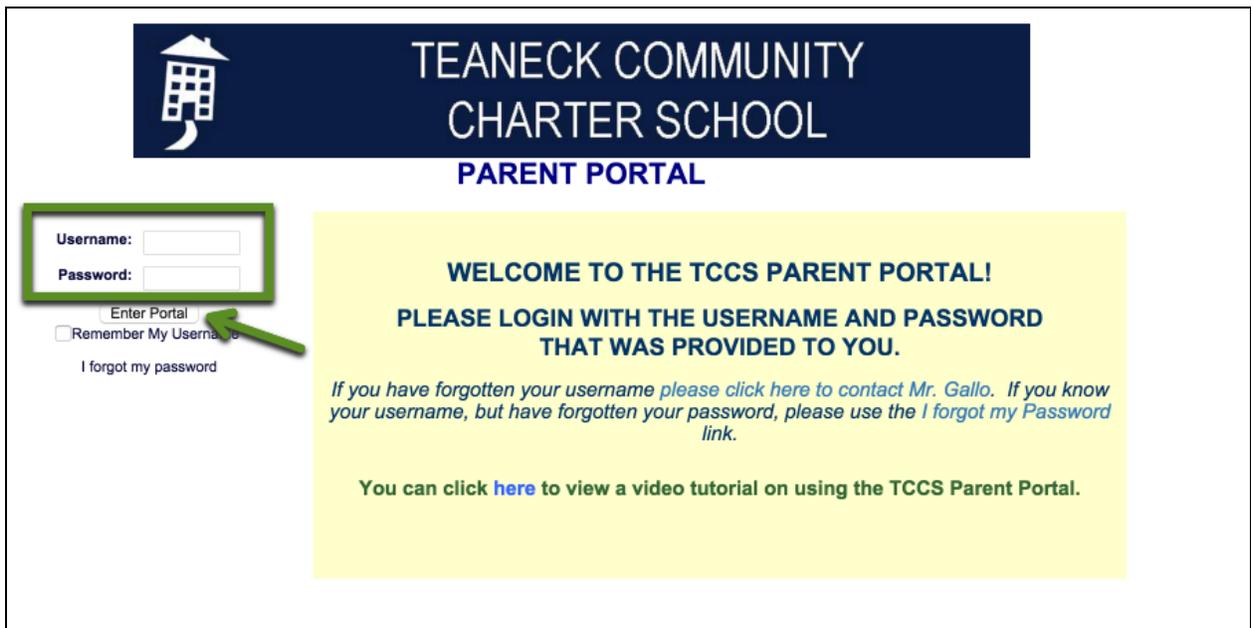
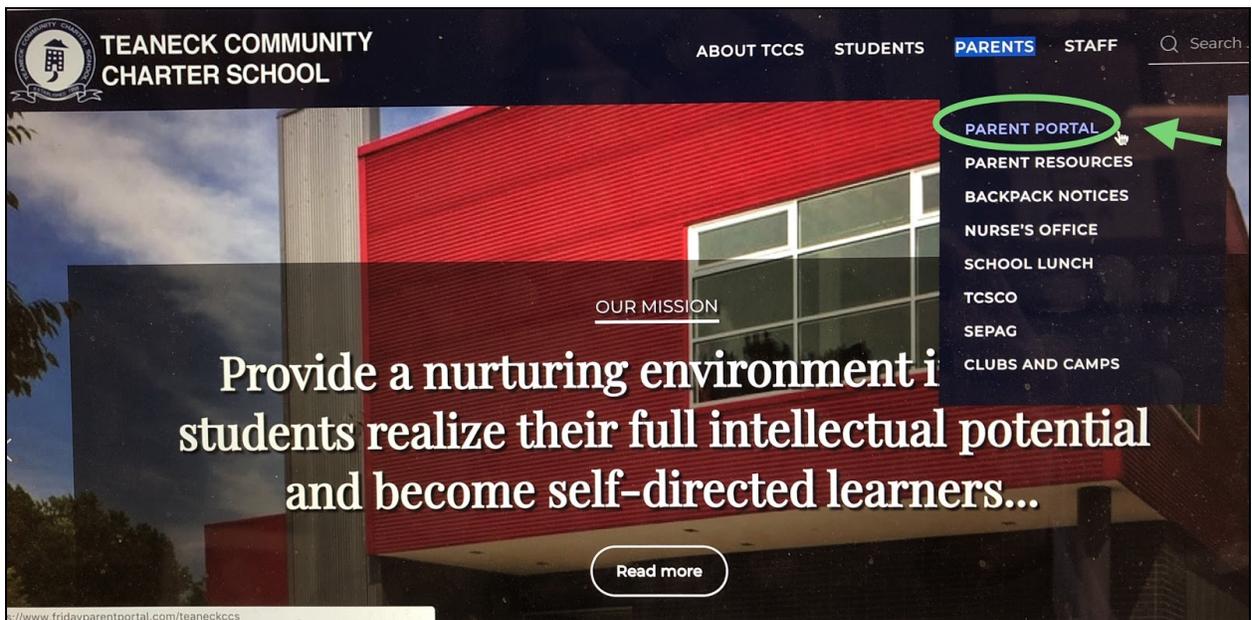
Parents...

Please follow these steps to add or update emergency contacts in the TCCS Parent Portal. Feel free to contact me at rgallo@tccsnj.org with any questions or concerns.

-Mr. Gallo

STEP 1

Visit the TCCS Parent Portal login page using the link on the TCCS website (www.tccsnj.org) and type your username and password to enter the portal.



STEP 2

Once logged into the parent portal, click on the "Contacts" link.

Teacher Pages
Homework
Calendar
Schedule
Daily Attendance
Gradebook
Progress Reports
Grades
G&O Progress
Parent Questions
Contacts
Documents
District Info
Correspondence
Teacher Conferences

TEANECK COMMUNITY CHARTER SCHOOL
PARENT PORTAL

Welcome to the TCCS Parent Portal. We hope that you find this to be a valuable tool in our cooperative effort to help our students do their very best.

Please use the links at the left to access information about your students' grades, schedule, attendance, and more.

If you have multiple students/siblings in the school and would like to access all of their information from this one login, please use the "My Account" link at the bottom of the list to the left and select "Link Students". You will be prompted to enter the username and password for your other children.

You can also change your password for accessing the parent portal under the "My Account" link.

Note: If you wish to change your telephone notification message preferences, please click on the "contacts" tab, click "update information" next to any contact that you'd like to update, then check (or uncheck) the boxes next to any of the phone numbers that you wish to be contacted at (or not contacted at).

EACH PHONE NUMBER HAS 2 BOXES TO CHECK; ONE FOR PHONE CALLS AND ONE FOR TEXT MESSAGES.

If you have any questions about the Parent Portal, please contact Mr. Gallo at rgallo@tccsnj.org.

STEP 3

Scroll to the bottom of the page and click the appropriate button to update the phone/email of an existing contact or add a new one.

Update Phone/Email

Add Additional Contact

STEP 4

Enter all applicable information and hit the “Submit” button at the bottom of the form.

ADD CONTACT		2020-2021	
* Contact Name:	<input type="text"/>	Please fill out this field.	
* Relationship:	<input type="text" value="Please Select"/>	<input type="button" value="v"/>	
Street Number:	<input type="text"/>		
Street Name:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip:	<input type="text"/>		
E-mail 1:	<input type="text" value="example@domain.com"/>		
E-mail 2:	<input type="text" value="example@domain.com"/>		
E-mail 3:	<input type="text" value="example@domain.com"/>		
E-mail 4:	<input type="text" value="example@domain.com"/>		
* Main Phone:	<input type="text" value="(800)"/>	<input type="text" value="555-5555"/>	
Main Phone Unlisted?:	<input type="checkbox"/>		
Alt Phone 1:	<input type="text" value="(800)"/>	<input type="text" value="555-5555"/>	<input type="text" value="ext."/>
Alt Phone 1 Type:	<input type="text" value="None"/>	<input type="button" value="v"/>	
Alt Phone 1 Unlisted?:	<input type="checkbox"/>		
Alt Phone 2:	<input type="text" value="(800)"/>	<input type="text" value="555-5555"/>	<input type="text" value="ext."/>
Alt Phone 2 Type:	<input type="text" value="None"/>	<input type="button" value="v"/>	
Alt Phone 2 Unlisted?:	<input type="checkbox"/>		
Alt Phone 3:	<input type="text" value="800"/>	<input type="text" value="555-5555"/>	<input type="text" value="ext."/>
Alt Phone 3 Type:	<input type="text" value="None"/>	<input type="button" value="v"/>	
Alt Phone 3 Unlisted?:	<input type="checkbox"/>		
<input type="button" value="Submit"/> 			

STEP 5

Repeat the process, as necessary. ***Please note: Changes are not applied immediately. They are submitted to the school for approval and will show up in your portal once they have been reviewed by the main office.***

Again, if you have any questions or concerns, please contact me at rgallo@tccsnj.org and I will be happy to assist.

Thank You!