



# *Richard Stockton Elementary School*

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<http://www.stockton.chclc.org>

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Dear Parents/Guardians:

We are excited to announce that elementary school parents can now access their child(ren)'s report cards, attendance, and standardized test scores online through Genesis Parent Access!

If you have a student in middle school or high school, you should already have a Parent Access account and your elementary school student has been added to your existing account. Simply log on to Parent Access at: <https://parents.chclc.org/> and you will see your elementary student in the drop-down list.

If you do not have a middle school or high school student, a new Parent Access account has been created for you using the email address you provided to the school.

Please follow the steps below to access your account for the first time:

- Go to Parent Access at <https://parents.chclc.org/> and click "Forgot Password". A new window will open asking you for your email address.
- Enter your email address and click "Submit". If the email address you entered matches the email address we have on record, you will receive an email with a temporary password. If you don't receive an email within 30 minutes, please check your spam folder.
- Go back to [https://parents.chclc.org](https://parents.chclc.org/) and enter your email address and the temporary password you received.
- The first time you log on it will request that you change your password.

If you ever forget your password, you simply need to click "Forgot Password" and Parent Access will email you a new temporary password.

If your email address changes, please be sure to contact the main office at your school so it can be updated.

If you have followed the steps above and still cannot access your account, please call the main office for assistance.

Sincerely,

James Riordan, Principal