



HeadMaster Guide for Parents & Students

2022



Copyright © 2022, ACS Technologies. All Rights Reserved.

Table of Contents

About the Guide for Parents and Students	2
Log into HeadMaster Online.....	3
Print in HeadMaster Online.....	4
Editing your profile information.....	5
View Reports.....	6
View Behavior.....	7
Check Attendance	8
View the School Calendar	9
View Homework	10
View Grades	11
View Announcements	12
Preordering Menu Items in HeadMaster Online	13
Contacting a teacher.....	14
Making Online Payments	15
Selecting Your HeadMaster Online Preferences	17
Re-Enrolling Students.....	18

About the Guide for Parents and Students

HeadMaster Online helps parents and students stay on top of grades, homework, class announcements, behavior, and billing information. You can contact a teacher via email, view and print report cards, view the school calendar and student schedules. You can also use HeadMaster Online to update your basic information to keep the school aware of changes to your address, phone numbers, and other vital information. Click the links below to learn more.

Log into HeadMaster Online

You can log into HeadMaster Online one of two ways.

Log in using your school's website

1. From your school's website, click the **HM Online** link.
2. Enter your username and password.
3. Click **Log In**

Log in using your site number

1. Go to <https://secure.headmasteronline.com/>.
2. Enter your school's 6-digit site number.
3. Enter your username and password.
4. Click **Log In**.

Useful Information: Create a strong password. When you set a password, it should:

- Contain two or more numbers and both lower- and upper-case characters.
- Be over 8 character long
- Not contain your username, email, or any of the following characters: < & > / % \ or space.


Print in HeadMaster Online

You can print any screen in HeadMaster Online.

1. Click **Print**
2. The print dialog box displays for you to set your printing options.

Editing your profile information

You can edit your profile in HeadMaster Online to update the contact and personal information the school has on file for you.

1. Under the section you want to edit, click . The Add/Edit dialog box displays.
2. Edit your information.
3. Click **Submit**.

View Reports

You like to keep up with what's going on at your child's school. We can help you do this by viewing Report Cards, Progress Reports, Skills reports, and the Student or Staff Directories using the Reports tab in HeadMaster Online.

1. On the HeadMaster Online tabs, select **Reports**.
2. Select the report you want to view.

You can print reports, too! Just right-click on any report and select **Print**.

View Behavior

You can check up on your children's behavior using the Behavior tab in HeadMaster Online.

1. On the HeadMaster Online tabs, select **Behavior**.
2. If you have more than one child, click the tabs to view each child's behavioral notes.

You can also access behavior records on the Overview tab. Under **I Want to View**, select **My Children's Behavior**.

Check Attendance

With HeadMaster Online, you can track your child's class and school attendance.

1. On the HeadMaster Online tabs, select **Attendance**.
2. In the drop-down list, select either **Class Attendance** or **School Attendance**.

You can also view attendance records on the Overview tab. Under **I Want to View**, select **My Children's Attendance**.

View the School Calendar

You can view your child's school calendar using the Calendar tab in HeadMaster Online.

1. On the HeadMaster Online tabs, select **Calendar**.
2. Select an option from the drop-down list to narrow the focus of the calendar.

View Homework

You can view your child's homework assignments.

1. On the HeadMaster Online tabs, select **Homework**.
2. Select your **Display for** and **Display by** options.
3. If you have more than one child, click the tabs to view each child's homework.

You can also view homework assigned to your child on the Overview tab. Under **I Want to View**, select **My Children's Homework**.

View Grades

You can stay in the loop and on top of your child's progress by viewing their grades on HeadMaster Online.

To view grades

1. On the HeadMaster Online tabs, select **Academics**.
2. If you have more than one child, click the tabs to see each child's grades.

You can also view your child's grades on the Overview tab. Under **I Want to View**, select **My Children's Academics**.

If you're a parent who also teaches at the school, you'll need to select **Parent** in the Change View drop-down list to view your child's grades.

View Announcements

With the Announcements feature on HeadMaster Online, you'll always know what's going on at your child's school.

1. On the Overview tab, under My Children's Activity, select the tab with the child's name that you want to view announcements for.
2. Select the class you want to view announcements for.
3. Under School Announcements, a portion of the announcement will display. Click **More** to view additional information.

The number of announcement available in a class displays in the Announcements column. If the number is 0, then there are no new announcements pending for that class.

Preordering Menu Items in HeadMaster Online

With HeadMaster Online, parents can preorder lunch menu items for their children.

1. Click **Lunch**. The lunch calendar displays with a tab for each child's name.
2. Select a child's name and click **Order Lunch**. The Lunch Orders window displays.
3. Select a date range and select a quantity for each lunch menu item.
4. Click **Submit**.

Administrators can enable lunch preorders in HeadMaster Online. Learn more about how to do this in the [HeadMaster Lunch Management PDF](#).

Contacting a teacher

Sometimes a note just won't do. When that happens, you can contact your child's teacher using HeadMaster Online.

1. On the HeadMaster Online tabs, select **Reports**.
2. On the drop-down list, select **Staff Directory**.

You can browse all staff (default method) or you can sort staff members by grade level or alphabetically. To sort alphabetically, using **Sort By**, select **Browse Staff by Letter**.

Making Online Payments

HeadMaster Online offers secure online payment options that allow you to make your payments as either one-time payments or scheduled payments. Your online payments can be processed as either a credit card transaction or an electronic check transaction. The payments are applied automatically to your oldest invoices first.

Only primary parents can post online payments, and the relevant students records must be set to Publish Online.

To make a one-time payment

1. Log in to HM Online.
2. In the Overview window, locate the Family Balances section and click **Make Payment**.
3. Enter the total amount you want to pay and click **Continue**.
4. Designate the portions of your total amount that you want to apply to your Family balance and your Lunch balance.
5. Click **Continue**.
6. Select a **Payment Method** or click **Add a New Payment Method**.
7. Click **Continue**.
8. Review your payment information and select **Process Payment**. You will receive an email receipt.
9. Click **Print** to immediately obtain a copy of your receipt for your records.

To add a scheduled payment

1. Log in to HM Online.
2. In the Overview window, locate the Family Balances section and click Manage Scheduled Payments.
3. Click Add New Scheduled Payment.
4. Enter the amount you want to pay.
5. Designate the portions you want to apply to your family balance and your lunch balance.
6. Select a payment frequency.
7. Select the day you want the payment to start and an end date or number of recurrences.
8. Enter your payment method.
9. Select schedule payment.

You can create and manage your payment methods via the **My Account** link that appears in the upper-right corner of the Overview window. A warning message displays with red text if a credit card is close to expiration.

If your credit card expires, it's not included as a payment option when you enter your transaction.

Selecting Your HeadMaster Online Preferences

Your HeadMaster Online administrator sets options that determine if your personal information displays in the online directory. You can override your administrator's selections from within your Preferences section.

1. To navigate to this section, click **Preferences**.
2. Once in your Preferences section, you can make the Directory Preferences selections that you want. You can't elect grayed options. These options were made non-viewable by your administrator.
3. When you're finished with your selections, click **Save**.

Re-Enrolling Students

Parents can request to re-enroll their children for a new school year by navigating to **Enrollment > Re-Enrollment**.

The screenshot shows the 'HeadMaster ONLINE' interface. At the top, it says 'Welcome Rodriguez, Serena'. Below this is a navigation bar with links: Overview, My Profile, Homework, Academics, Attendance, Behavior, Schedule, and Calendar. The main heading is 'Re-enrollment' with a 'Date' column header. A note states: 'Note: Students that are grayed and have a checked box () are already re-enrolled or a request has been made for it. Also, Students that are in the last grade level will be grayed. Go to My Profile and update student's and/or family information (if necessary)'. Underneath, there is a section titled 'Steps to re-enroll students' with two steps: '1. Select students you want to re-enroll.' and '2. Click **Submit**'. Below the steps is a heading 'Request Re-enroll for new school year 2013-2014' and a list of students with checkboxes. The first student is 'Rodriguez, Alicia Monica' with an unchecked checkbox. At the bottom left is a 'Submit' button.

When the school approves the student's re-enrollment, a confirmation message appears next to their name in this window. If a student's name is grayed, as shown in the image above, this means that the student is currently in the highest-grade level at their school and there is no higher grade to which they can be re-enrolled.