

How to access parent information

CHARMS

BAND * ORCHESTRA * CHOIR

- Log on to www.charmsoffice.com or www.charmsmusic.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to the Newton Music Page by typing in the following:

NewtonMusic (all one word)

- This will bring up the main parent page. From here you can view the public calendar. Now you need to login to your child’s account. Next to ‘Student Password’ you need to enter your child’s 4-digit Newton Student ID. This is the same number they use to buy lunch at the cafeteria. This number is also printed at the top right off all report cards.
 - After logging in, you can change the password to whatever you want by clicking on the blue ‘Change Password’ icon, if you wish.
- Two areas in which you can help the director maintain his/her records:
 - **Student information form** – You may make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - **Payments for fees, trips and deposits to your student’s account.** Use the financial tab to see what you owe and keep record of what you have paid. Anytime you pay with cash or check, it will be reflected on the financial tab which serves as an electronic record for both you and the boosters.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.