

How to access parent information

CHARMS

FORESTWOOD MS FALCON BAND

- Log on to www.charmsoffice.com (or www.forestwoodband.com)
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your school code account using the following login:

ForestwoodBand

- This will bring up the main page. This will allow you to look at the band’s **public calendar, event list, handouts, payment methods, and other files.**
- Now enter your child’s **ID NUMBER (password)**. ***You must “CHANGE PASSWORD.”** We suggest keeping it as close to the student ID# as possible. Should you lose/forget your password a BAND DIRECTOR CANNOT HELP YOU. Another more detailed screen appears with even more options to view your student’s personal information, financial records, forms and inventory.
- Scroll Down and Select: **“Update Personal Info”**
Update the Student Profile AND “add adult” for a separate Parent Profile
 - Update your child’s **student information page**. Please complete all blank fields.
 - Do NOT complete: Locker, Primary Group, Instrument
 - Remember:
 - Phone numbers must have hyphens/dashes
 - Birthdates must have hyphens
 - Type: 2-3 Letter Abbreviations for Elementary School
 - Type: YL, S, M, L, XL, 2XL for Student’s Shirt Size
 - Please complete the Occupation/Skills (parent)
 - Complete all blank fields for example:
 - Student Information
 - Both Parent/Guardian Information
 - Cell Phone Carrier
 - Relationship
 - Address/Phone/Email
 - PERSONAL INSTRUMENT – Flute, Bb Clarinet, Alto Sax, Trumpet/Cornet, Trombone
 - Select ON
 - Instrument Type: Flute, Bb Clarinet, Alto Sax, Trumpet, Trombone
 - Brand: Example – Yamaha, King, Bach, etc.
 - Serial Number – Input your instrument serial number. It is located on a valve, or near where a joint connects on woodwinds.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- Most importantly, the parent page assists both you and the teacher with communication and payment portal.
- PLEASE MAKE SURE YOU MAINTAIN AN UP TO DATE EMAIL ADDRESS & CHECK SPAM/JUNK EMAIL FOLDERS JUST IN CASE.