



Monticello Trails Middle School

Family Cheat Sheet

Welcome!

We are excited to have your family at our school. A few names you may want to know:

- Principal- Jennifer Smith
- Associate Principal- Bryan LeBar
- School Improvement Specialist-Kelly Robinson
- Bookkeeper - Gretchen Stove
- Building Secretary- Shawnda Toland
- Counselor - Cara Olson and Dave Anderson
- Nurse - Theresa Koeckeritz
- Social Worker- Jenny Munroe
- School Psychologist- Andrew Gloschen
- School Resource Officer - Officer Casey Cole

School Hours: 7:55-3:05- Students can enter the building at 7:35.

Main Office Number : (913) 422-1100

Canvas

- Students utilize the online learning management system, Canvas, to access class assignments, quizzes and course materials.
- Parents can create their own Canvas account to monitor student progress, homework and assignment due dates. You can also set alerts to be notified of missing assignments.
- Steps to create/activate a parent account are linked here :
 - <https://www.usd232.org/Page/8385>

Skyward Family Access

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet.

Information available online includes:

- Calendar information with assignment, attendance and message information
- Detailed gradebook information
- Messages posted by the principal and teachers
- Attendance records by date and types of attendance
- Student schedule
- Food Service balance, payments and purchase history
- Fee management
- Email notification preferences
- Login history

Additional information on accessing Skyward Family Access linked here:

- <https://www.usd232.org/Page/223>

Calendar

- <https://www.usd232.org/Page/2#calendar1/20210322/month>

Reporting an Absence:

- Online form- <https://www.usd232.org/Domain/3784>
- OR 913-422-5854

School District Website:

- <https://www.usd232.org/district>
 - Helpful information under the Parent and Student tabs
- **MTMS Website:** <https://www.usd232.org/Domain/19>

Technology Support - K12 ITC

Students and Parents: You can reach our Help Desk by:

Phone: 816-382-4840

Chat: chat.k12itc.com

Hours of Operation : Monday - Friday, 6:00 a.m. to 7:00 p.m.