



WESTWOOD PUBLIC SCHOOLS

**TIME SENSITIVE –
ACTION REQUIRED BY
MONDAY, SEPTEMBER 13**

August 31, 2010

Dear Parents,

Welcome to the 2010-2011 school year! I hope you had a great summer. I want to bring to your attention a new system that allows the district to collect *contact*, *emergency contact*, and *parent permissions* information electronically, using our online student information management system, *X2*. **This new process eliminates the need for paper “emergency cards”.**

Although this transition will not be without its challenges, the new paperless system will be less time-consuming, and importantly, more efficient for both families and the district. I ask that you take the time to read this letter carefully, as it contains important information. Specifically, it contains:

- Your unique Login ID and Password for *X2*
- Step-by-step instructions for submitting on-line *contact*, *emergency contact*, and *parent permissions* information

In the spirit of full disclosure, I want to tell you that this system is not as intuitive as other on-line systems to which you may be accustomed, such as on-line shopping sites. *X2* is a database, and as such, feels a little more “techie”. Because of that, we ask for your patience, but also strongly encourage you to read the enclosed instructions carefully, and keep them by your side as you navigate the process.

FREQUENTLY ASKED QUESTIONS

1. **DO I STILL HAVE TO FILL OUT PAPER EMERGENCY CARDS?:** No, the entire process is on-line.
2. **DO I HAVE TO USE THE NEW SYSTEM?:** Yes, we will no longer accept paper emergency cards. If you do not have access to the internet, need technical assistance, or have other extenuating circumstances, please contact our technical support team at x2@westwood.k12.ma.us, or by phone at 781-320-1021.
3. **WHEN IS THE DEADLINE?:** All families must have their information submitted on-line by Monday, September 13.
4. **DO I HAVE TO DO THIS EVERY YEAR?:** No, which is perhaps the biggest benefit of this new system. *X2* is a student management information database. By capturing your contact data electronically, it will be there as long as you have a child enrolled in

the Westwood Public Schools. Although it may take you some time this year to submit your data, in future years you will only need to *verify* your contact information, make changes if necessary, and update parent permissions.

5. **ARE MY LOGIN ID AND PASSWORD GOOD FOR THE FUTURE?:** Yes, please store your login ID and password in a safe place. It is yours for the future.
6. **WHAT ELSE DOES X2 DO?:** X2 is a robust student information management system. It can capture and store attendance data, student schedules, discipline records, and much more. If you have a high school student, you will have access to other modules this year. Our goal is to make X2 a “one stop shopping” place for all families – it’s another reason to hold on to your login ID and password.
7. **HOW LONG WILL THIS TAKE?:** Our field tests indicate it should take approximately *five (5) minutes per student* to complete the process.

NEXT STEPS – ACTION ITEMS

To be completed by Monday, September 13



1. Familiarize yourself with the enclosed instructions.
2. Before you begin, make sure you have all of your emergency contact information handy, including Physicians’/Dentists’ names, phone numbers, etc.
3. Go to www.x2dev.net/westwood
4. Enter Login ID: **MAILED HOME ON AUGUST 31**
5. Enter Password: **MAILED HOME ON AUGUST 31**
6. Follow on-screen instructions for security preferences (optional).
7. Submit contact, emergency contact, and permissions information by following Steps 1-7. **You must complete these steps for each of your children.**

*It is very important that you closely follow the 7 steps.
Please read the on-screen messages carefully.*

8. E-mail (x2@westwood.k12.ma.us) or call (781-320-1021) our technical support team with any questions.
9. File your login ID and password in a safe place! You will need it again in the future.

Finally, I thank you for your cooperation and patience. Have a great school year. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "John J. Antonucci".

John J. Antonucci