

How to Use the Davis School District Student Information System

1. Log on to the Davis School District Home Page at www.davis.k12.ut.us.
2. At the top right corner of the District web page, enter your student's ID number and PIN. If you do not know your child's PIN, click on **Request PIN**. If you do know your PIN, skip to #4.
3. To obtain your PIN: Fill in the required boxes, following the instructions carefully. Parents frequently experience difficulty in obtaining a PIN due to the following:
 - a. The student's birthdate should be the two digits of the day of the month your child was born, for example, 08 or 25.
 - b. Don't type in the number of the month. Use the drop-down arrow to display the months and select the correct month.
 - c. Enter all four digits of the birth year.
 - d. The guardian name must match exactly the guardian name on the student's registration records.
 - e. The house number should include only the first digits of your address. For example, 1472 Peach Street would be entered as 1472; 169 South 230 East would be entered as 169. If you have recently moved, try your old house number.

After entering the appropriate data, click on **Submit**. The system should display your PIN. If you are unsuccessful after several tries, contact Tech Support at 402-5600.

4. Click on **Log In**. After a brief delay, a screen will appear with a list of classes, names of teachers, and the student's current percent and letter grade in each class. Many teachers enter current homework assignments on this screen.
5. To review your child's performance in an individual class, click on the **grade/percentage score** for that class. The next screen will detail all of the assignments, tests, quizzes and projects that were graded in that class and your student's grade in each activity.
6. To view another class, click on **Back** on your browser and select another class.
7. To review your student's attendance, click on **Report Tools** located at the top right corner under your child's name, then click on **Attendance History**. The attendance screen will show all dates and class periods that your student was absent during the term.
8. To email a teacher, click on the envelope by the teacher's name. To see a teacher's website, click on the globe by the teacher's name.

To exit the program, click on the **Back** button on your browser until you reach the District main page, then close the browser program.

You may also access the Student Information System from the Fairfield Junior High main page – ffjh.davis.k12.ut.us – by clicking on **Check Grades**.

BE SURE TO CHECK OUT YOUR TEACHERS' WEB PAGES!