



# WASHINGTON MATHEMATICS SCIENCE TECHNOLOGY PUBLIC CHARTER HIGH SCHOOL

Mr. John Zimmerman  
Vice Principal  
Student Affairs

**N'Deye Diagne, Ph.D.**  
*Head of School*

Mr. Enrique Watson  
Director, Student-Teacher Services  
Facilities Oversight

Dear Parent,

The Washington Mathematics Science Technology PCHS will be implementing a new student attendance and accountability program. The system is called Swipe and it will greatly assist the school in the daily monitoring of student arrival time and period by period attendance. Best of all, we will be able to share this information with you, our parents.

Here is how it works:

- 1) Students will be issued an ID card with a barcode.
- 2) Students must bring that card every day and use it to Swipe into one of the stations the school will have available at the building entrance.

One of the great benefits of this new system is its ability to communicate attendance information to parents via email or text message. Parents can also log into the Swipe parent portal to view attendance information. Information on the Swipe portal is for reference only, the official attendance record will continue to be in Powerschool, the school's official student information system.

On the back of this letter are instructions on how to sign up for Swipe. *This is not required, but highly recommended.*

In order for the system to run quickly and efficiently, students must bring their ID card to school every day. If a student forgets to bring his or her card, a temporary ID may be printed for a charge of \$1.00. If a student loses a card, a replacement card can be ordered for \$5.00.

Please contact the school on telephone number 202.636.8011 with any questions.

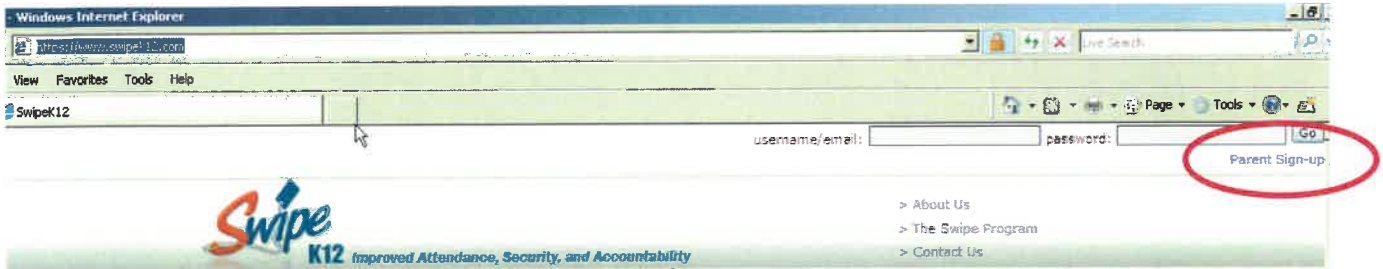
Sincerely,

N'Deye Diagne, Ph.D.  
Head of School



# Parent Portal Instructions

**Step 1:** go to [www.swipek12.com](http://www.swipek12.com) and click on the “Parent Sign Up” link located in the upper right corner of the screen.



**Step 2:** Enter your sign-up information in the spaces provided, then click “next”.

Swipe Registration

Step 1 - Tell Us About You.

Parent Information

First Name:  \*

Last Name:  \*

**Step 3:** Enter **Washington Mathematics Science Technology Charter School's** zip code which is **20002** then click “Find School”. Select **Roxbury Prep** from the drop down menu.

Swipe Registration

Step 2 - Tell Us About Your Students.

Student Information

Enter the Zip Code of the School:

Find School

**Step 4:** Enter the ID number of your student, then click the “Add Student” button. Your student’s name should appear. When finished click “Next”. *Your student’s ID number is on their ID card.*

Enter the ID of the student you wish to add:

Add Student

**Step 5:** Decide how you would like to be contacted and individual criteria. *Caution: clicking the first box will send you an email every day.* Click “next” when you are finished, read and agree to the terms and conditions, then click the “Submit Registration” button. *Please allow 24-48 hours for your account to become active. The school must independently verify each account before access is enabled.*

Swipe Registration

Step 3 - Tell Us About Your Preferences.

Send me an email when:

My Student arrives to school on time each day.

My Student arrives to school late.