



Kawananakoa Middle School Band

49 Funchal Street Honolulu, Hawaii 96813
Phone: (808) 587-4433 www.kawananakoaband.org

August 19, 2014

Dear Parents/Guardians,

To improve the lines of communication between school and home and to manage many of the behind the scenes functions of the band program, we will be using the Charms Office Assistant as our primary hub. This system will be used to send periodic e-mail and text message announcements and reminders.

I have created an account for every student, and they should have already logged in to fill in their contact information including, address, e-mail, and phone numbers. Students are required to fill in their complete contact information as well as complete contact info for at least one parent/guardian.

This assignment was given during the first full week of school and was due on 8/8. Many students have not even logged in. Many more students have incomplete information (e.g. missing addresses, e-mails, phone numbers). If you have entered a cell number in the cell number field, please be sure to include the carrier or you will NOT receive any text message reminders and announcements.

The deadline to register will be extended until Thursday, August 21st. Student grades in Jupiter will be redone with no late penalties as long as registration is 100% complete by the deadline.

Sincerely,

Jason Chin
Band Director

www.charmsoffice.com

1. Click on the ENTER/LOGIN area on the top right corner.
2. In the area for Parents/Students/Members, enter our school code: Kband
3. Click "Enter Student/Parent Area"
4. Enter your child's 9-digit password
5. At the bottom of the page, click on Update Info and enter student contact info.
6. At the top left of the page, click on Add an Adult and enter adult contact info.
7. If you have multiple children in the band program, please be sure to register for ALL of your children. Messages are sometimes filtered by band or period so you don't want to miss out on any important messages.