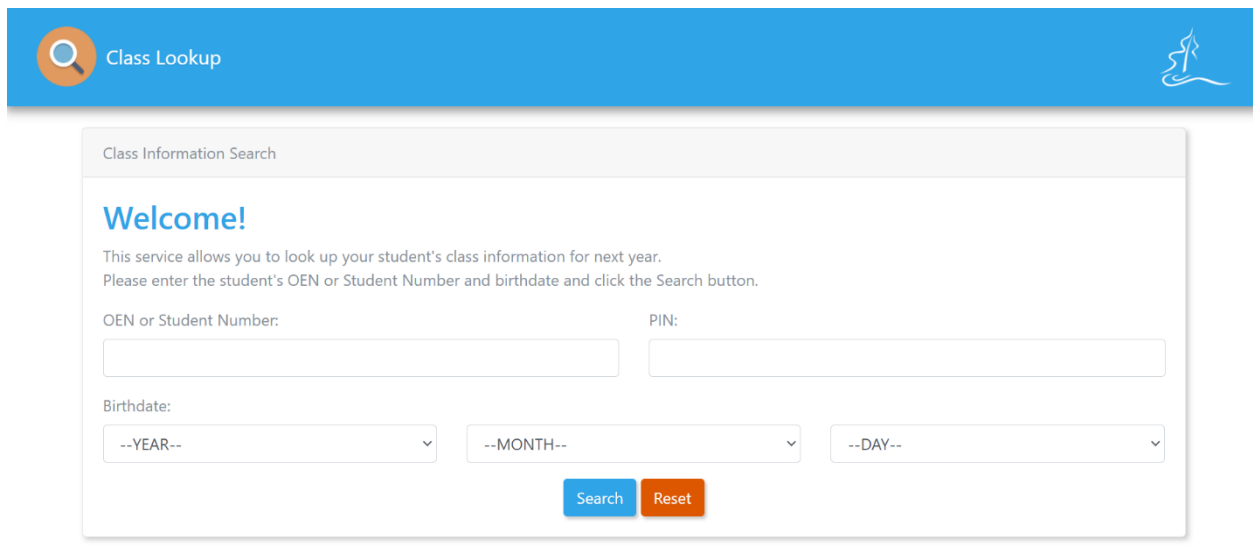


June 26, 2025

Dear Parents/Guardians of Elementary Students,

A KPR website has been created to allow parents/guardians access to the name of your child's teacher for September 2025. The website will be accessible beginning **Wednesday July 2nd at 3:00 pm**. To access this website, please click the following link, or type the following into the address bar of your web browser <http://classlookup.kprdsb.ca/>. You will be brought to a website that looks like the following:



The screenshot shows the 'Class Lookup' website. At the top is a blue header with a magnifying glass icon and the text 'Class Lookup' on the left, and a stylized logo on the right. Below the header is a white box titled 'Class Information Search'. Inside this box, there is a 'Welcome!' message followed by instructions: 'This service allows you to look up your student's class information for next year. Please enter the student's OEN or Student Number and birthdate and click the Search button.' Below the instructions are input fields: 'OEN or Student Number:' with a text box, 'PIN:' with a text box, and 'Birthdate:' with three dropdown menus for '--YEAR--', '--MONTH--', and '--DAY--'. At the bottom of the form are two buttons: 'Search' (blue) and 'Reset' (orange).

You will need to enter the student's OEN, date of birth, PIN and click search. If those values match in our database, you will be shown the student information along with their homeroom teacher, if available. If you experience any difficulties pulling up this information, please contact your school's principal or secretary for assistance. The PIN for each student will be emailed to families on Tuesday, July 1st.

Finally, it is important to note that due to changes in enrolment during the summer or early fall, your child's teacher may change, and therefore, your child's teacher is tentative at this time. We appreciate your understanding and support in these situations.

Wishing you and your family a safe and healthy summer.

Sincerely,

Barb Speed

Vincent Massey P.S.