

Absences in IServ

How do I access IServ?

- Go to: www.rs-kennedy.de/iserv
- Enter your username (your username is your email address - the email address you registered with).
- Enter your password (you chose the password yourself).
- Click on "Login".

What are absences?

- When your child cannot come to school.
- For example: illness, doctor's appointment, important family matter.

How do I report an absence?

- Log in to IServ (as explained above).
- Click on "Absences".
- Select "Add".
- Specify:
 - Which child
 - From when to when
 - Reason (briefly explain)
- Click on "Save".

Important to know:

- Report absences as early as possible.
- For longer absences: Talk to the class teacher.
- Questions? Contact the school office.
- When your child is healthy again, give them a written excuse on the first day back at school.

Parent Letters in IServ

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What are parent letters?

- Important messages from the school to you.
- For example: information about school events, changes in the school routine.

How do I read parent letters?

- Open IServ (as explained above).
- Click on "Parent Letters".
- Click on the title to open and read them.
- At the top right, you will find the "Translate" button. Here you can translate the parent letter into another language.

How do I confirm that I have read the parent letter?

- Read the parent letter completely.
- At the end of the letter, you will find the option to send feedback or a response (only if the teacher has set this option).
- Click on "Send".
- You will see a summary of your message.

Important to know:

- Always read parent letters promptly.
- If you have questions about the content, please contact the class teacher or the school office.
- Keep important information from the parent letters.

Parent-Teacher Conferences in IServ

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What are parent-teacher conferences?

- Days when you can talk to teachers about your child.
- You can ask questions and get information.

How do I sign up for parent-teacher conferences?

- Open IServ (as explained above).
- Click on "Parent-Teacher Conferences" and then on "Book Appointment".
- Select the teacher you want to talk to.
- Click on the desired appointment, check the name of your child, and then click on "Book" under your child's name.
- Click on "Book" at the bottom right.

How do I change or delete an appointment?

As long as the booking period is running, you can still change your reserved appointments.

- Open IServ (as explained above).
- Click on "Parent-Teacher Conferences".
- Click on "Book Appointment".
- Select the teacher you want to talk to.
- Find your booked appointment.
- Click on "Delete".
- Now click on the new desired appointment and check the name of your child.
- Click on "Book" under your child's name.
- Click on "Book" at the bottom right.

Important to know:

- Book appointments early, as popular times are quickly taken.
- Note the date and time of your appointment.
- Be punctual for the meeting.
- If you cannot attend: Please cancel or change the appointment in good time.