Hi, Buffalo Collegiate Families,

We are excited to initiate the support for School Runner, our student information and gradebook, for you all!

In order to begin logging on to check up on your student’s grades and attendance, you should have:

1. The School Runner Website open on your computer:
   a. https://buffalocollegiate.schoolrunner.org

2. A code, which is a combination of letters and numbers - this has been emailed to you, and also on the paper attached to this letter

Once you are at the website, it should look like:
Click on where it says “Parent/Guardian Sign Up” and that will bring you to this screen:

A student access code is required to sign up as a parent/guardian. Contact the school for more info.

If you already have an account and want to add a student, log in, click your student’s name and then the “Add Student” button.

You will type your Code in the “Student Access Code” box, the email you check most often in the Email box, and your first and last name in the corresponding boxes.
You will then go to this part of the screen:

Password Requirements:
- 8 or more characters
- 1 or more numbers
- 1 or more special characters
- 1 or more lower case letters
- 1 or more upper case letters

Create a password that you will remember, that meets all of the password requirements, and then click “Create Account”

This will bring you to the screen that corresponds to your student. Use the headers at the very top of your screen to be able to see their current grades and their class attendance (attendance each class period) and attendance (their attendance as it is counted each day).