

# Using Charms Office

## What is Charms?

It is the software we use to send out group email, enter in all student data, and keep track of all forms and fees turned in by each student. It is the main form of communication between the band directors and parents.

## Why is it important for the students and parents to log into charms?

You can keep all your information updated throughout the school year. No need send your band director an email to inform of any change of information. You can change it instantly by logging on to your student's profile. You can also see what forms have been turned in as well as any fees paid or owed.

## How to Log into Charms:

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. Go to Parent/Student log in
3. Enter school code : bolesjhband
4. On next screen type in the 6 digit student ID assigned by AISD
4. Navigate to any area needed

