

Dear Parents/Guardians,

The North Colonie Central School District is ready to provide parents with access to the Infinite Campus Portal. The Campus Portal is a web based program that will provide parents and guardians access to their child's attendance, schedules, NYS assessments, grading information and immunizations. By providing parents and guardians access to this information, we are encouraging active participation by parents and guardians in their child's education and progress. The Portal will also provide an additional method of distributing external communications.

The Parent Portal will allow the district to collect email addresses for each user. Through this feature the district will have the option of using the Infinite Campus Messenger to communicate with parents/guardians via email.

In order to successfully introduce the Portal to approximately 3500 families, we will be rolling the Portal out in two phases, one school at a time. Phase 1 will introduce parents/guardians to the Portal by allowing them to view their children's schedule, grading information (report cards, interims, transcripts), NYS assessments, immunizations and attendance data. The attendance data will reflect "real-time" data to parents/guardians. At the high school and junior high level, this will give parents a view period-by-period.

During March, we registered the parents and guardians of our Junior High School students. In April we are reaching out to the parents of our Elementary School students. By the end of April, 2010, parents/guardians will be able to see information for children at the Junior High School or any of the Elementary Schools. We plan to add access for parents/guardians of High School students Fall, 2010. Once you register one child, you do not need to return for your other children. Your access will be automatic as each school is added. It is our goal to distribute accounts to all interested parents during the 2010-11 school year.

For each Elementary School, we have a specific time set up for Parent Portal registration at each school. Our plan is to distribute accounts to parents/guardians during afternoon and evening programs hosted throughout the month of April, 2010. Parents will be notified of specific sign-up nights, based on elementary school.

Phase 2 will be the introduction of the grade book and parent communication using the messenger. As a district we will turn on the grade book feature, by building. By turning on this feature, teachers will have the option to provide parents with a view of their child's progress in their course. We anticipate that we will follow the same roll-out plan as done in Phase 1. This will mean that we will start with the Junior High School, followed by our Elementary Schools, then the High School. We will also begin to communicate with parents/guardians via the messenger. This will allow administrators and teachers to communicate with the parents using the Portal and email. Use of the Campus Messenger will be implemented in Phase 2 of our implementation.

- **See Reverse for April Parent Portal Registration Schedule**