

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.

We will begin the implementation of the Portal with our Junior High School students, parents and guardians. Parents/Guardians will be able to see information only for children who attend the Junior High School. Parents/Guardians who have children at other schools will be able to view that information as each school is implemented. It is our goal to distribute accounts to all interested parents during the 2010-11 school year.

For the Shaker Junior High School, we have 871 families for our 927 students enrolled. Our plan is to distribute accounts to parents through night programs hosted throughout the month of March, 2010. Parents will be notified of a specific sign-up night, based on an alphabetical breakdown. Once we have completed the Junior High School implementation, we will begin roll-out for our elementary parents next, and then for Shaker Senior High 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 March Parent Night Schedule**

Shaker Junior High - March Parent Nights

Sign-up Nights will be hosted by Hall Assignment. Parents/Guardians should come on their scheduled evening. Example: if your child is assigned to "Clay Hall", please come to the Junior High on March 9th.

LOCATION: Shaker Junior High School – Lobby

Hall Assignment	Date	Time
Clay Hall	Tuesday, March 9 th , 2010	7:00PM – 8:30PM
Calhoun Hall	Wednesday, March 10 th , 2010	7:00PM – 8:30PM
Houston Hall	Tuesday, March 16 th , 2010	7:00PM – 8:30PM
Norris Hall	Wednesday, March 17 th , 2010	7:00PM – 8:30PM

Required Documentation:

- Bring legal photo identification (example: NYS drivers license)

Parents will also be required to sign the "Parent Portal User Agreement". Use the Parent Corner link at: <http://www.northcolonie.org/> to find this document.