

**NORTH COLONIE CENTRAL SCHOOL DISTRICT  
91 FIDDLERS LANE  
LATHAM, NY 12110**

August 2010

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 and 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.

In the spring of 2010, we registered the parents and guardians of our Elementary and Junior High School students. In September we are reaching out to the parents of Shaker High School students. By the end of September, 2010, parents/guardians will be able to see information for all North Colonie Schools. If your children attend multiple schools in our District, you only need to register once. If you have previously attended a registration, 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 High School grade level, we have a specific date and time for parents/guardians to register. The sign-up schedule is outlined on the back of this sheet. Registration will only take 5 to 10 minutes. Our plan is to distribute accounts to parents/guardians during afternoon and evening programs hosted on four days during the month of September.

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 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.

**For parents/guardians of Elementary and Shaker Junior High School students:**

You will be required to go to the Shaker High School Auditorium in order to obtain your account. Registration will only take 5 to 10 minutes!

You do not need to register more than once. If you have previously registered for an account, you do not need to attend. You will gain access to your High School level children automatically through your existing account.

**Sign-up Schedule**

***Location: Shaker High School Auditorium***

<b>2010-11 Grade Level</b>	<b>Date/Time</b>
9 <sup>th</sup> Grade	Wednesday, September 22 <sup>nd</sup> ; 3:30PM – 7:30PM
10 <sup>th</sup> Grade	Thursday, September 23 <sup>rd</sup> ; 3:30PM – 7:30PM
11 <sup>th</sup> Grade	Monday, September 27 <sup>th</sup> ; 3:30PM – 7:30PM
12 <sup>th</sup> Grade	Tuesday, September 28 <sup>th</sup> ; 3:30PM – 7:30PM

**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. You may bring a signed copy with you to the registration. We will have blank copies available as well.

**Support Documentation:**

- Please find additional resources under the Parent Corner Links at:  
<http://www.northcolonie.org/parent/parentcornerhome.htm>.
  - o Navigating Parent Portal – Quick Reference User Guide (PDF)
  - o Infinite Campus Parent Portal FAQ (PDF)

Sincerely,

Richard W. Murphy  
Principal

RWM/jb