

Katonah-Lewisboro School District Infinite Campus Parent Portal

Navigating the Parent Portal

Accessing the Infinite Campus Parent Portal for the first time

In order to activate your Parent Portal user account, you will need the Activation Key that you received from the district. This Activation Key is needed only the first time the user accesses the portal and creates the user account. If you do not yet have this Activation Key, please follow the steps contained in the “Activating a Parent Portal Account” document on the District website, at www.klschools.org, within the District Resources – Technology tab.

Navigating the Modules within the Parent Portal

Once you are logged into the portal, you will see the Home Page. In the left-most column, you will find a listing of the available modules relating to your **Family** and your **User Account**, as well as links to the websites for the schools which your children attend. The default home page view displays district and school-related Parent Portal message.

The screenshot shows the Infinite Campus Parent Portal interface. At the top, there is a header with the 'Campus Portal' logo, a 'Switch Student' button, and a user greeting 'Welcome Test Account' with a home icon and a 'Sign Out' button. The left sidebar contains a navigation menu with 'Family' and 'User Account' sections. The 'Family' section includes 'Messages', 'Family Members', and 'Calendar'. The 'User Account' section includes 'Change Password' and 'Access Log'. Below the navigation menu are links for 'John Jay Middle School', 'John Jay High School', and 'Meadow Pond Elementary School'. The main content area features a 'District Notices' section with a dropdown arrow. The notice is dated '[05/05/2011]' and reads: 'Welcome to the Katonah-Lewisboro Infinite Campus Parent Portal. If you have a question relating to your child's attendance, grades or other information viewed here, please start your inquiry with your child's teacher(s) or school's Main Office. If you have a question, comment or suggestion relating to the operation of the Parent Portal, please email the district at the following email address: parentportal@klsd.lhric.org. Please include the following information in your request: your name, portal userID, description of the problem or request, and home phone number. Please allow 24-48 hours for a response. Additional information regarding the Parent Portal can be found at the District website, at www.klschools.org, within the District Resources – Technology tab. Thank You!'.

FAMILY

A. Messages

In this section, the district or schools can post messages and announcements to parents.

B. Family Members

This module contains household demographic information, such as address, email and phone number(s) for all members of the household, along with current enrollment information for the students, and the type of relationship established among the members. If you have one physical address and one mailing address stored in Infinite Campus, each will be displayed with its current household members.

This screen provides an opportunity for parent/guardians to check the information that the district has on file for them. Parent/guardians cannot change any information on their own. Please call the Main Office of your child's school if a correction needs to be made.

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers	Email
Dad Testing	Self		10 Testing St Testing, NY 10590	(h) (555)555-1212 (w) (c)	
Testing Testing	Father/Son	11 10-11 OutOfDist	10 Testing St Testing, NY 10590	(h) (555)555-1212 (w) (c)	
Elem Testing	Father/Daughter	02 10-11 Meadow Pond Elementary S	10 Testing St Testing, NY 10590	(h) (555)555-1212 (w) (c)	

C. Calendar

The family calendar displays, on a monthly basis, the school calendar events and attendance events for all of the students in the household. Clicking on either side of the month/year at the top of the screen changes the month that is being viewed.

<< **January 2011** >>

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	Inclement Weather Inclement Weather	07 08
09	10 Cassandra Benjamin 	11	12 Inclement Weather Inclement Weather	13	14	15
16 Holiday - Other Holiday - Other	17 Inclement Weather Inclement Weather	18	19	20	21 Inclement Weather Inclement Weather	22
23	24	25	26 Donald 	27 Inclement Weather Inclement Weather	28 Donald 	29
30	31					

USER ACCOUNT

A. Change Password

This screen gives parents the opportunity to change their password as needed.

Family	
Messages	>
Family Members	>
Calendar	>
User Account	
Change Password	
Access Log	>

Change Account Password	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Verify New Password	<input type="text"/>
	<input type="button" value="Change Password"/>

B. Access Log

This screen reports all successful and unsuccessful login attempts for the logged-in account.

LINKS TO SCHOOL WEBSITES

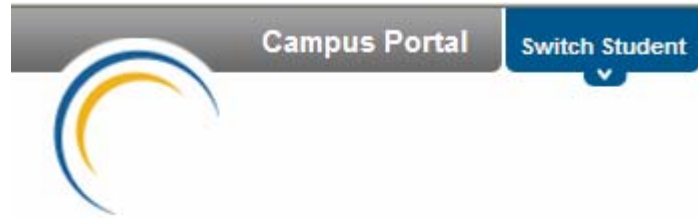
The last item(s) on the left-hand side of the home screen are links to the individual schools' eChalk websites. Only schools that your children attend will be listed here.

John Jay Middle School
John Jay High School
Meadow Pond Elementary School

ACCESSING INDIVIDUAL STUDENT INFORMATION

A. Switch Student

In order to access information about individual students, select the student from the “Switch Student” drop-down, located at the top of the screen.



B. Switch Student – available modules

Once a student has been selected, the modules that are available depend on the school.

Parents of elementary students will see selections for Calendar, Attendance, Assessment and Reports.

Parents of High School and Middle School students will additionally see a selection for Schedule.

Calendar	
Schedule	>
Attendance	>
Assessment	>
Reports	>

C. Calendar

Similar to the Family Calendar, this calendar displays, on a monthly basis, the school calendar events and attendance events for the selected student.

<< **January 2011** >>

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	07 <i>Inclement Weather</i>	08
09	10 <i>Cassandra</i> 	11	12 <i>Inclement Weather</i>	13	14	15
16	17 <i>Holiday - Other</i>	18 <i>Inclement Weather</i>	19	20	21 <i>Inclement Weather</i>	22
23	24	25	26	27 <i>Inclement Weather</i>	28	29
30	31					

D. Schedule

On this screen, a student's schedule is displayed by term. The "Click on Class Name for Current Assignments and Scores" function is not currently available.

Course Schedule

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term Q1 (09/07/11-11/12/11)	Term Q2 (11/15/11-01/28/12)	Term Q3 (01/30/12-04/08/12)	Term Q4 (04/11/12-06/24/12)
0	Z00C-4 COUNSELOR Liberatore, Lucy	Z00C-4 COUNSELOR Liberatore, Lucy	Z00C-4 COUNSELOR Liberatore, Lucy	Z00C-4 COUNSELOR Liberatore, Lucy
1	421EX-1 EARTH SCIENCE R EXT 2 Shippee, Stuart Rm: C110	421EX-1 EARTH SCIENCE R EXT 2 Shippee, Stuart Rm: C110	421EX-1 EARTH SCIENCE R EXT 2 Shippee, Stuart Rm: C110	421EX-1 EARTH SCIENCE R EXT 2 Shippee, Stuart Rm: C110

E. Attendance

This section displays the attendance events for a particular student. It also shows the status of those events (i.e. excused, unexcused, unknown). If no attendance events are recorded, the student was present on that day. Please note that attendance appears on the screen in **real time**. Therefore, the possibility arises that a recorded period absence for any particular day, that has not yet been resolved, will cause concern for parent/guardians. The Comments area is used to display a '24 hour' disclaimer, as seen below.

At the HS and MS, attendance is taken on a period-by-period basis. At the elementary schools, per new NY State regulations, attendance is recorded by grade level in the following periods:

- Grades K,1,2: Homeroom only
- Grade 3: Homeroom, ELA and Math
- Grade 4: Homeroom, ELA, Math and Science
- Grade 5: Homeroom, ELA, Math, Science and SS

Attendance can be viewed by Course, Period, Day or Term. At the elementary level, we recommend viewing the attendance by Day or Period.

Attendance

Please be advised that the attendance is viewed as it is reported. Therefore, some attendance codes that have been recorded have yet to be resolved or confirmed. Please allow 24 hours for attendance codes to be considered final.

July 2011							August 2011							September 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 421EX EARTH SCIENCE R EXT 2	Shippee, Stuart	1	0

F. Assessment

The assessment module displays individual student results for the New York State Grade 3-8 Assessments, NYS Regents, and other locally-administered exams.

State Tests			
Regents Science			
2010 Regents Phy Set/Chemistry (201)	Date:	Score: 80.000	Result:
Regents Social			
2010 Regents US History&Gov't (052)	Date:	Score: 94.000	Result:
Regents English			
2010 Regents English (040)	Date:	Score: 87.000	Result:

Regents exams are displayed only with a Score.

NY State tests are displayed with both a Score and a Performance Level “Result”, as follows:

Level 1 = Not meeting learning standards

Level 2 = Partially meeting learning standards

Level 3 = Meeting learning standards











Level 4 = Meeting learning standards with distinction

G. Reports

Student grades and schedules can be displayed by selecting the Reports option, and clicking on the desired report, for example, “HS Report Card Q1”. A PDF file of the selected report is created, which parent/guardians can then download or print. Grades are available at the elementary level as well, and transcripts are available at the HS.

During the time when teachers are preparing their Report Card term grades, the ability to see the Report Cards on the portal is disabled. This gives building staff time to finalize and confirm the accuracy of the grades that have been submitted before they are released to the parents












Sample HS and MS reports listing:

-  Student Schedule
-  HS Progress Report Q1
-  HS Progress Report Q2
-  HS Progress Report Q3
-  HS Progress Report Q4
-  HS Report Card Q1
-  HS Report Card Q2
-  HS Report Card Q3
-  HS Report Card Q4
-  Transcript

Reports on this page require the Adobe Acrobat Reader (free).



Sample elementary school reports listing:

-  Grade 1 - Term 3
-  Grade 1 Specials
-  Grade 2 - Term 3
-  Grade 2 Specials
-  Grade 3 - Term 3
-  Grade 3 Specials
-  Grade 4 - Term 3
-  Grade 4 Specials
-  Grade 5 - Term 3
-  Grade 5 Specials
-  Schedule

Reports on this page require the Adobe Acrobat Reader (free).



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