Campus Parent is located at: https://icampus.klschools.org/campus/portal/parents/katonah.jsp .

To activate a Campus Parent account, you will need to obtain an Activation Key from the district. If you do not yet have one, please send an email to parentportal@klschools.org, or call 763-7095.

If you are having trouble logging in to Campus Parent and have previously established your account settings (below), you may use the **Forgot my Username** or **Forgot my Password** functionality. If you have not yet established these settings, please send an email to parentportal@klschools.org, or call 763-7095.

The notes contained here are intended as a brief overview of the system. For more extensive notes, please refer to the Campus Parent Navigation Guide, at www.klschools.org>Departments>technology>Campus Parent.

ACCESSING INDIVIDUAL STUDENT INFORMATION

Once a module has been selected from the left side of the screen, parents can switch between their students by selecting the down arrow to the right of the student's photo (in the upper-right).

Message Center: When you first log in to Campus Parent, the Message Center opens by default. General district messages can be viewed in the Announcements tab. Student-specific messages can be viewed in the Inbox tab.

Today: In this section you can view your child's schedule for the specific day.

Calendar: This tab displays the school calendar events (by selecting the Schedule view) and student-specific attendance events (HS only) (by selecting the Attendance view). Specific months can be selected from the list just to the left of the calendar.

Attendance: (HS only): The Attendance tool lists the absences and tardies for the student's attendance-taking periods for the selected term. Please note that attendance appears on the screen in real time. Therefore, the possibility arises that a recorded period absence that has not yet been resolved will cause concern for parents/guardians. Please allow 24 hours for recorded codes to be considered final. Attendance can be viewed by Course, Period, Day or Term.

Schedule: The Schedule tool shows the student's schedule for each term, including any day rotations. The arrows in the upper-right can be used to navigate between terms. Click on the course name to view more details.

Reports: Student report cards 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 is generated, which parent/guardians can then download or print. Transcripts are available at the HS as well.

Discussions: This module is not enabled for use at the Katonah-Lewisboro School District.

MORE: In this section additional information about your student enrolled in one of our schools. Once within a selected item, parents need to select **Back** to return to the More menu. The information available here includes the following:

Address Information: Lists the student's household address and home phone number. The home phone number can be updated here.

Assessments: The assessment module displays individual student results for the New York State Grade 3-8 Assessments and NY State Regents exams. Regents exams are displayed with only a score. NY State tests grade 3-8 assessments are displayed with both a score and a performance level "result", as follows:

Level 1 = Not meeting learning standards	Level 3 = Meeting learning standards
Level 2 = Partially meeting learning standards	Level 4 = Meeting learning standards with distinction

Demographic: This module displays student demographic information. The data displayed here is for informational purposes only.

Family Information: Your family household information. The email addresses and cell phone numbers for guardians can be updated here.

Important Dates: Holidays, winter & spring break, and Superintendent's Conference Days are listed here.

Lockers: (MS only) Locker information for MS students.

Transportation: Your child's arriving and departing bus information.

Campus Backpack: This is where you will find report cards from previous years, network credentials, and parent reports for New York State Assessments. The district will notify parents via Connect-Ed when new reports have been posted here.

Settings: The settings menu can be found by selecting the profile icon on the top right of the screen.

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. The only option that is currently available for parents is the attendance one. Any notifications that have been received can be viewed by selecting the bell icon to the left of the profile icon.

Account settings allow users to update their security email or to change their Password. The Account Security Email: is the address to which an email is sent if a user forgets their username or password.

The **Access Log** lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are also indicated.

Parents can log off of Campus Parent by selecting the profile icon on the top right of the screen, and selecting Logoff.

For additional information on Campus Parent, please see the district website, at http://www.klschooldistrict.org/, and select Departments>Technology>Campus Parent, send an email to parentportal@klschools.org, or call 763-7095. Please allow 24-48 hours for a response.