

January 19, 2010

Dear Parent/guardian and student,

We are excited to finally be able to open the student portal to our new Infinite Campus student data base program. It has taken many hours to get this program to the point where we can open this and I want to thank our technology staff and hard working secretaries who have had to manually update and verify information in the program. We are beginning with the student portal as it is easier to open first; it will have access to the same information that the parent portal will and we hope to have that open soon.

There will be a separate letter explaining how to access the program with the web address, and student access name and password. Once you access the program, there are many choices you can make to view information in the program. They are:

- **Family** – primary data information on student
- **09-10 WHS** – a calendar that shows attendance events (a bell symbol) if your child has been marked absent and assignments (an A+ symbol) due from any teacher.
- **Schedule** – your child’s schedule. The periods may seem out of order. A way I have found easiest to figure this out is each course has a number – 4230 and then a 2 number section number – 10. The section number indicates the period the class is offered – 10 is period 1, 20 is period 2, etc. For second semester it may have 25 – it is still period 2.
- **Attendance** – we are still struggling with period attendance as we had to put classes in double blocks to accommodate the lab science classes and pre-algebra that meet every day. The code is at the top of the chart – yellow is unexcused from teacher attendance, white is excused, Red is unexcused from the main office and green is exempt – waived days. The codes are the same as those we have been using in the past.
- **Assessment** – to be loaded in – not ready yet
- **Graduation Planner** – not ready yet but is coming soon
- **Fees** – to be added
- **To Do List** – a list of assignments from any teacher with due dates or indicating it is overdue
- **Reports** – parents and students can print schedules, missing assignments, progress reports and report cards.

Our attendance is updated daily. We have asked teachers to post information and grades every 2 weeks to stay current. Updates will be done by the following dates:

January 25 (grades issued 2/5)
February 8
March 1 (progress reports distributed 3/12)
March 15
March 29
April 12 (grades issued 4/16)
May 3
May 17 (progress reports distributed 5/21)
June 1
June 14
June 28 (final grades posted for the year)

Resources for questions:

Technical issues/trouble connecting to the program– please contact Doris Horne at dhorne@windhamraymondschools.org

Grade or assignment questions – please contact the individual teacher. Their name will be on the schedule and we all have the same e mail address – [first initial.last_name@windhamraymondschools.org](mailto:first.initial.last_name@windhamraymondschools.org)

Community service hour questions - please contact Sue Marston at smarston@windhamraymondschools.org or extension 456 at the high school – 892-1010.

If the **family information** is not correct or you make any changes during the year to this information, please contact Pam Loura at ploura@windhamraymondschools.org or extension 421 at the high school – 892-1810

Attendance questions - please contact Kim Fisher at 892-1810 – extension 423 or kfisher@windhamraymondschools.org

We realize this is a new program for us all to use and we are still learning its capabilities. We are providing an opportunity for parents or students who need **help navigating the program** to get assistance during our **Curriculum Night on February 1, snow date February 3. From 6:30 – 8 p.m.**, we will have people in the library that can help you access the program and look at the information contained in it. Please bring with you your student's log in information.

If you have any overall questions about Infinite Campus, please feel free to contact me at dmcafee@windhamraymondschools.org or 892-1810 extension 424.

Sincerely,

Deborah L. McAfee
Principal