#projectbehere
attendance matters

This year, the Schenectady City School District has sharpened focus on student attendance by bringing awareness to the impact of chronic absenteeism and providing the tools and resources to ensure that all students are in school and on the path to graduation.

Since missing school can dramatically affect a child's academic success, we strongly encourage parents to closely monitor how many days of school their child is absent. **We offer you a powerful tool to do this.**

The Parent Portal

The Parent Portal is a web-based platform that allows you real-time access to schedules, grades and attendance data for all of your children. The process for signing up is simple:

1   **Fill out the attached form.**

2   **Send the form to your student's school with a copy of your I.D.**
If you cannot make a copy of your ID, your school office can make one for you.
You can also email a picture of your ID to portal@schenectady.k12.ny.us

3   **Check your email for an invitation to create your Parent Portal account.**
After we receive your form, you will receive an email that will include instructions and an activation link. Click on the activation to create your Parent Portal account.

4   The Parent Portal screen looks like this.
You will be asked to create a username and password.
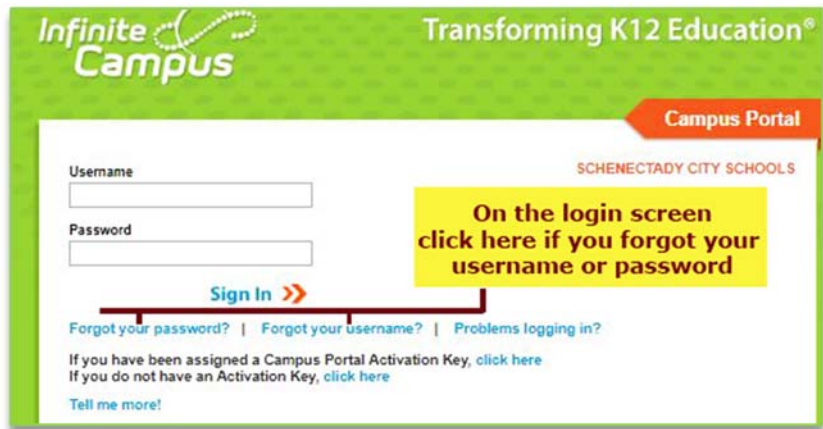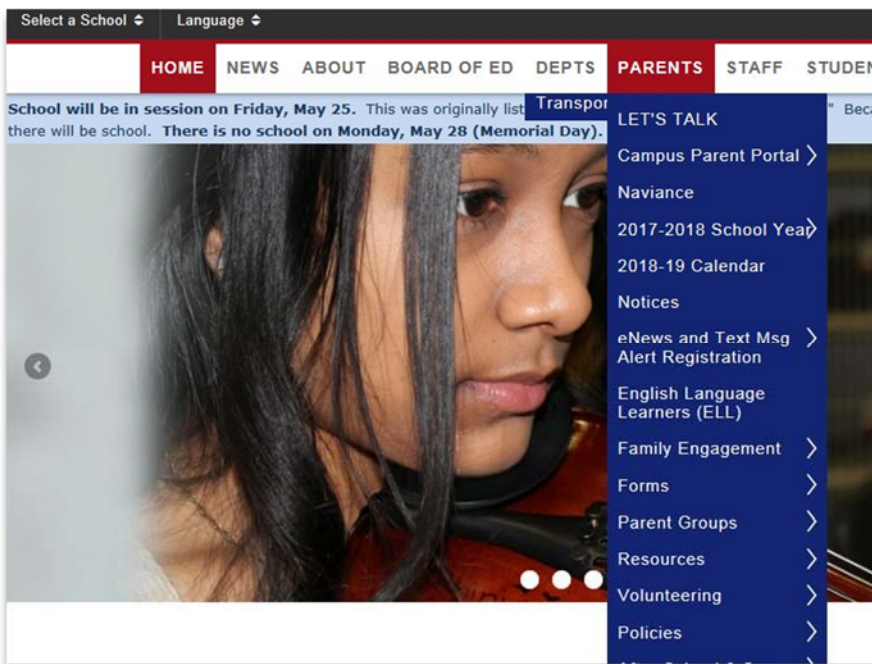
Did you forget your username or password?

If you forget your Parent Portal username or password, go to the login page. Click on the link below "Sign In."

Once you have registered,
you will have access to your child's information.

To Log in
Use the link from the email that you receive or you can access it from the SCSD website under **#project**behere or the "Parents" dropdown menu.

Click on Campus Parent Portal

You only need to sign up once even if you have more than one child in school. Your account is active for as long as your children are students in the district.

"How To" Video: We created a video to walk you through the Parent Portal registration process. You can view it at: https://bit.ly/2GJgyWg. You can also find it on the website under **#project**behere and under Campus Parent Portal.

Benefits of the Parent Portal include:

- Instant attendance notifications for your PK-12th grade student(s)
- Help your 7th-12th graders manage their course assignments
- See quarterly grades before you receive a report card in the mail
- See Regents test scores before you receive a report card in the mail

Questions and Support: If you have questions or need assistance setting up or accessing your account, please contact our Parent Portal team by clicking on the Let's Talk tab on the left hand of the district website.

Schenectady City Schools

108 Education Drive, Schenectady, NY 12303
Phone (518)370-8100
www.schenectady.k12.ny.us

PARENT PORTAL
Parent/Guardian Access Request Form

The Schenectady City School District can provide access to student information via the Infinite Campus Parent Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it in person to any one of your student(s)' schools or via e-mail at portal@schenectady.k12.ny.us. For security purposes, a photo ID is required when you return the form.

(PLEASE PRINT)

Parent/Guardian
Name: (One name per form) _____
(First Name, Middle Initial, Last Name)

Parent/Guardian
Home Address: _____   Phone: _____

Parent/Guardian
E-Mail Address: _____

Please list all children in household who are/will be enrolled in Schenectady City School District

Student Name	Your Relationship to Student	Reside with Student (Yes or No)	School	Grade Level

I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel.

Signed: _____ Date: _____
Signature & ID must be that of the Parent/Guardian shown on first line   *mm/dd/yyyy*

Important – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation via the eMail address you provided. Please allow five (5) to seven (7) school days to receive this email. When you receive your Activation eMail, you will be able to access the Campus Portal through on the Schenectady City School District's website: http://www.schenectady.k12.ny.us/ , and create your username and password.