

Parent Portal Guidance

This following information will help you navigate through Infinite Campus Parent Portal. The portions highlighted in red are extremely important to update!

To update parent information:

- Click on person icon in upper right corner
- Click settings to update each of the following tabs:
 - **Notification Center** - Click on selections to be notified when assignment is scored, grade is updated, lunch balance is low (you can set this amount), attendance is updated, responsive course is scheduled and if you are notified when a document requires an eSignature.
 - **Account Settings** - Be sure you have an account security email (this is important! If you forget your login information, you can click on “forgot password” and it will send you a link to reset yourself. If you have any trouble with this, call our office so we can help.
 - **Contact Settings** - This is for you, the parent, to update your information. Once all the information is updated, scroll down to the bottom and click the following buttons to receive messages we send out: Attendance, General, Behavior Messenger, Emergency, Food Service. Be sure to click the boxes for all your phone numbers you want to be contacted at and/or your email addresses (you can have a primary and a secondary). The household number should match the primary guardian in the household.
- Click on the 3 little bars in the upper left corner for a drop down list.
 - **Today Tab** - This tab gives you an overview of your student(s). You can change to a different student by clicking the arrow by the student's picture to select which child you want to view.
 - **Calendar Tab** - This tab will show any assignments posted, schedule and attendance
 - **Assignments** - This tab shows what is due on that particular day.
 - **Grades** - This tab shows the student's grades in All Terms, or each individual term.
 - **Grade Book Updates** - This tab will show when grades have been updated in the teacher's grade book.
 - **Attendance** - This tab shows an overview of the student's attendance. If there are any unexcused absences, please contact the office so that the Attendance Secretary can update if necessary. Keep in mind that “Unexcused Absences” means that you have not called to verify attendance and let the office know that you are aware the student was absent.
 - **Schedule** - This tab will show the student's schedule by Term. If you click on the subject highlighted in blue, it will give you more information on how to contact the teacher or counselor. It will also show you upcoming assignments and grades on assignments.
 - **Food Service** - This tab shows you how much is owed or due on your lunch account. If your balance is in the negative, that means you owe for items purchased in the cafeteria. Yes, even if your child doesn't eat at the High School, this balance has followed them throughout their history in Tuttle Public Schools. Please be sure to send money owed to the office. We have envelopes there for payment to be submitted.

- **Fees** - This tab will list student fees. If a student is involved in sports or other organizations like band, choir, etc and they have not paid the dues, the fees will be posted on their student portal. Note, if fees have not been paid at the end of the year, a hold will be placed on their records. This is especially important for Seniors as we will not release their diploma and records if a fee is owed. This can be for books as well that are not returned to a teacher. If the book is lost or damaged, the student is financially responsible in paying for a replacement.
- **Documents** - This tab is only for documents that have been uploaded to a student file. They may not always have them however it's always good to check.
- **More:**
 - **Behavior** - Shows any behavior incidents
 - **Course Registration** - Shows course requests from enrollment in the spring semester
 - **Family Information** - This is extremely important for you to update the family information. This is where you will select a student or other parent and update with their current information. Extremely important that we have the STUDENT'S phone number and email address. They need to use their school issued email address first, then enter a secondary if they have another email address they use. This is how your student will be updated with announcements from the office and/or teachers. *Do not put the parent phone number under the student please!!!!*
 - **Important Dates** - This tab will give you dates that have been put into the district calendar.
 - **Lockers** - It will show you what locker number the student has been assigned. Note that at the High School, only Freshman are registered lockers. Any Sophomore, Junior or Senior can request a locker. They need to stop by the Registrar's office to get this assigned.
 - **Meal Benefits** - This tab is not currently available. If you need to apply for Free and Reduced lunches, please stop by the office to pick up an application.
 - **Online Registration** - This tab is for new students only. You do not need to complete this if your student is currently enrolled in a Tuttle Public School.

If you have any questions at all about your account or if you need to make any changes that you were not able to online, please contact our office. We'd be happy to help! Thank you in advance for taking the time to update your portal to make sure we can get you information about what is going on with your student and/or activities at the school.

Sincerely,

Tuttle High School