

Parent Portal Contract Information/Instructions

What is Infinite Campus?

Today, all K-12 school districts use some sort of database system for managing student information and maintaining their records. Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about students.

What is the Infinite Campus Parent Portal?

The Infinite Campus Parent Portal is a confidential and secure website. Authorized parents/guardians can access school-related information about their children in **real-time**.

How secure is the information contained in the Parent Portal?

The technology is similar to that used in other industries such as health care and banking.

What security features are in place?

The Infinite Campus Parent Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view.

We advise that you do **NOT** write down your user name and password, however, we do recommend that you write down a hint which will help you remember your user name and password, but which would not allow anybody else to guess what they are.

How do I create a user account so that I can access the Parent Portal?

Complete the Parent Portal Request form and return to:

Kathleen Tanea
Newark High School
625 Peirson Avenue
Newark, NY 14513

or email the completed form with signature to: parent.portal@newarkcsd.org

How is my account activated?

Once the request has been received, and the information verified, you will be emailed a user name and password. Use the link below to complete the paperwork to create your account:

<http://www.newarkcsd.org//Domain/70>

There will also be a shortcut on the left side of the Newark district page or go to the Parents and Students tab and select Parent Portal.

<https://ic.newarkcsd.org/campus/portal/newark.jsp>

Upon the first login you will be forced to change your password. The new password must be a minimum of 6 and a maximum of 8 characters/numbers

Information Accessible

The Newark Central School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1. **Family**--family demographic information
2. **Calendar**--indicates assignments due (some HS and MS staff) and attendance events, select for more details
3. **Schedule**--student schedule, includes more information for HS and MS students; select class name for current assignments and scores (some HS and MS staff); select teacher name to email specific teacher
4. **Attendance**--shows attendance for four terms; use legend on right to determine specific attendance event
5. **Health**--immunization information
6. **Reports**

Logoff

For security purposes, please be sure to logoff the Parent Portal after each use.

Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they will notify their school and appropriate personnel.

My account is locked. What do I do?

For security purposes, the Parent Portal will be disabled after **three** failed login attempts using an invalid password. In order to use the portal again, parents will need to contact the district to have the password reset. Please email parent.portal@newarkcsd.org for reactivation. This process could take 3-5 full school days.

What happens if I forget my User name or Password?

Email parent.portal@newarkcsd.org with your full name and request the information. This process could take 3-5 full school days.

How often is information updated in the Parent Portal?

Information is updated in **real time**. Attendance data takes time to reconcile and therefore may not accurately reflect the correct status of the absence. For example, a parent may have sent a note stating the reason for the absence, but the attendance clerk has not yet updated that information in the system.

Also, teachers may not enter and update grades on a daily basis. Many teachers enter grades on a regular basis but are required to update approximately every 2.5 weeks. Please allow time for the teacher to make additions/corrections to your child's grades.

Who do I contact if I have questions about the information in the Parent Portal?

If your issue relates to your child's attendance, grades, or other information please start your inquiry with your child's teachers, as you normally would. If your question, comment, or suggestion is in regards to the Parent Portal system, please send an email to parent.portal@newarkcsd.org with your full name, your student's name, and the description of your comment or suggestion.