



March 6, 2015

Dear Nixon Parents,

Your child's progress report for the second trimester this year is available for you to view through our district's student records system, Infinite Campus, beginning at 2:30 pm today. This is the same system that you use each year in the spring to update emergency contact information for your child(ren).

Here are the directions for accessing your child's progress report:

Please log into the PAUSD Infinite campus portal (as you would do when it is time for Annual Data Update). You can get to this portal at <https://ic.pausd.org/campus/portal/paloalto.jsp> or by going to pausd.org and clicking on "Parents" and selecting "Infinite Campus" from the list of links on the left. You will then click on the link "access Parent/Student Portal." At this point, you will enter your username and password which are the same ones that you use when completing the Annual Data Update. (I emailed you Wednesday with directions for getting help if you have forgotten your username and/or password.)

After getting into the Infinite Campus Parent Portal, you will need to "SELECT A STUDENT" using the tab at the top of the page. Next click on "Messages" from the list on the left and then open the "Inbox."

Look for the message titled "Elementary Progress Report" and click on it. You may have a choice of English or Spanish. Then you should click "Generate Report" and a pdf document will be generated which you can read online or print onto paper, if you prefer.

The screenshot shows the Infinite Campus Parent Portal interface. At the top, there is a "Campus Portal" header with a "SELECT A STUDENT" button (annotated with a blue arrow and the number 1). To the right, it says "Welcome Mary Stanford" and has "Sign Out" and "Home" buttons. Below the header is a navigation menu on the left (annotated with a blue arrow and the number 2) containing: Family, Messages, Household Information, Family Members, Calendar, User Account, and Account Management. The main content area shows "District Notices - 0 messages", "School Notices - 0 messages", and "Inbox - 2 messages" (annotated with a blue arrow and the number 3). The inbox list has columns for "Date" and "Subject" (annotated with a blue arrow and the number 4). The messages listed are:

Date	Subject
12/02/2014	Elementary Progress Report
11/14/2013	Your Family Contact request for Mary Stanford has been denied

Thank you for using Infinite Campus to review your child's progress report. If you have been unsuccessful in using this system, please send an email to your child's teacher or use the form on the back of this page to request a printed copy of the progress report be sent home to you.

As always, when reviewing the progress report I encourage you to focus on your child's successes. Help your child to set a goal for the final trimester of the school year if that is appropriate. This is an important tool for us to communicate with you regarding your child's progress towards meeting the grade level academic standards and social and emotional learning goals set by our school district. In the spirit of successfully communicating, please don't hesitate to contact your child's teacher if you have questions about the contents of the report. Thank you for your support and partnership in educating our students.

We need to be sure that parents have reviewed their children's reports, so take a moment to complete the information below and return this to your child's teacher on Monday.

With warm regards,

Mary Pat O'Connell

Please return this page to your child's teacher to indicate that you have been able to access and read your child's progress report for the second trimester.

Student Name _____

Yes, I have read my child progress report through the Infinite Campus portal.

Comments:

Parent Name _____

Parent Signature _____ Date _____