

Campus Portal for Parents



Effective 1/25/2010

Student Grade Book Now Available!

Log in Today to Access Grades Online

Dear Parents and Guardians,

We are committed to keeping you informed about your child's education. On January 25, you will have access to academic performance information for your child through Campus Portal for Parents (CPP).

Parents of students in grades 1 – 12, will have access to class schedules, attendance records and grades by accessing this easy-to-use, secure communications tool. Additionally, CPP enables parents to verify household information, including their email address, home address and telephone numbers.

CPP can be accessed online using any Windows PC or Mac computer that has Internet access and one of the following Web browsers:

- Internet Explorer 5.0 or newer
- Firefox 1.0 or newer
- Safari 3.1 or newer

Schools will provide parents with information on how to create a CPP username and password. Parents will be required to collect CPP login information in person. To ensure that all student information remains secure, parents must provide a valid photo ID (driver's license, state ID card, or passport) before receiving login information.

Parents should contact their school to get a copy of the schedule for retrieving CPP login information.

Once parents receive login credentials, they can go to <https://ic.apsk12.org/portal> to create a username and password.

Thank you for allowing APS to make a difference in your child's education. We are committed to delivering a world-class education to our students.

* Charter Schools and North/South Metro are not included as part of the grade book deployment.

Introduction to the Campus Portal for Parents

Beginning this year, parents can keep track of their child's class schedule, attendance records and grades via Campus Portal for Parents (CPP). Additionally, CPP enables parents to verify and update household information, including your e-mail address, home address and telephone numbers. All APS parents and/or guardians with students in grades 1-12 will have access to the tool.

ACCESS TO THE CAMPUS PORTAL

CPP can be accessed online using any Windows PC or Mac computer that has Internet access and one of the following Web browsers:

- Internet Explorer 5.0 or newer
- Firefox 1.0 or newer
- Safari 3.1 or newer

Schools will provide parents with information on how to create a CPP username and password. Once parents have received a login (activation key), they can go to <https://ic.apsk12.org/portal> and select the link that reads “...have been assigned a Campus Portal Activation Key” under the “First time using Campus Portal?” heading.

SECURITY FEATURES

The Campus Portal incorporates the highest level of security. Users can see only information related to the students that they are authorized to view. In addition, the system has a number of built-in security features, including forced password resets and session timeouts. The system will automatically end any user session that has been dormant for 10 minutes.

The Campus Parent Portal allows APS to force strong password usage by all users. All passwords are case sensitive and at least eight characters. Five unsuccessful login attempts will deactivate the portal account. In order to regain access to the portal after an account has been deactivated, parents are required to contact the CPP support desk.

NAVIGATING THE CAMPUS PORTAL

Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed on the left navigation panel. The parent's name will appear under the Campus Portal header. Each student assigned to the user is listed below with links to their school information.

School and District Notices

When viewing the Campus Portal for Parents, posted notices are displayed in the main frame of the screen. Notices are organized by APS-wide messages or by school specific messages.

The following links are listed under the left navigation:

- **Family** – This is the demographic information about your family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable in this section. The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in some families there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.

In other family situations, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians; the school can also provide specific rights to one parent or guardian, if necessary. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information. Currently, the setup in CPP is driven by APS enrollment form information and other legal documentation that has been provided to your child's school.

- **Calendar** – There are two calendars listed in this section: Calendar under the Family heading and Calendar under the student's name.

The Family Calendar link displays school and district notices, special events or “no school” notices. The Student Calendar link will only show information related to the selected student.

- **Class Schedule** – The class schedule lists the student's classes in each period and each term along with the time and location that the class meets. If a school uses a rotating day or alternating day schedule, only the day that the class meets will be listed.

- **Attendance** – Attendance is entered for each class for middle and high school students. Attendance is entered daily for all elementary schools. Parents will be able to view attendance information as soon as the data has been entered. When viewing attendance through the portal, specific codes indicate the status of an absence (excused, unexcused, etc.). APS policy determines the definitions of the terms below for the color coding system for attendance.

WHITE: Excused – Parents notified the school with a reason for the absence, such as illness, funerals, medical appointments, and/or college visits.

RED: Unexcused – The District has determined these are not excused absences. (Includes family vacations)

YELLOW: Unknown – The school has not been contacted with a reason for the absence.

GREEN: Exempt – These are usually school-sponsored events such as field trips, concerts, or athletic activities.

- **Other Links** – Additional links available via the Campus Portal include:

Access Log – This tool lists the IP address from which parents previously accessed the portal, and the time it was accessed.

Change Account Info – Parents are given the rights to change their account information online. Parents can only change the password, not the username.

- **Log Off** – When finished using the portal, parents and students must click the log-off option.