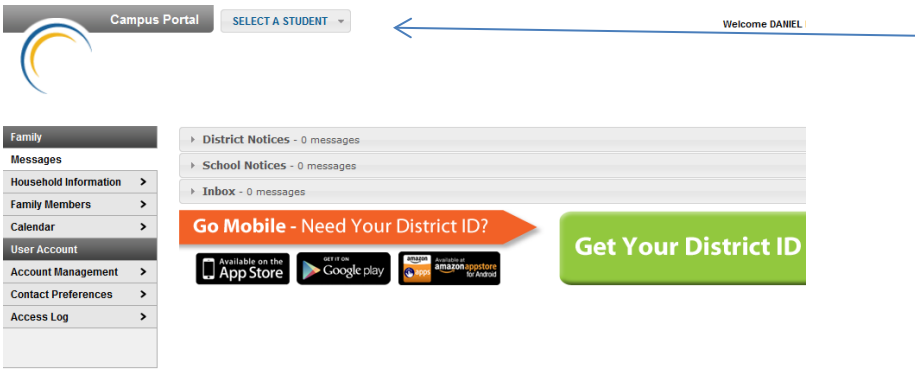
The Fairfield Schools Infinite Campus Portal: Parent Guide

This is the first screen you will see. The Child's picture in this example has been redacted, but would be in this location if you have one child enrolled in the Fairfield Public Schools. If there are notices from the district or the school, or messages posted to your Infinite Campus in box you would find them in the mid-section.

There is a portal app for smart phones as indicated on this screen. Our district ID which is required to add this app to your smartphone is: **GRQDNG**

If you have multiple children in the district, you will see a slightly different screen, as shown below.



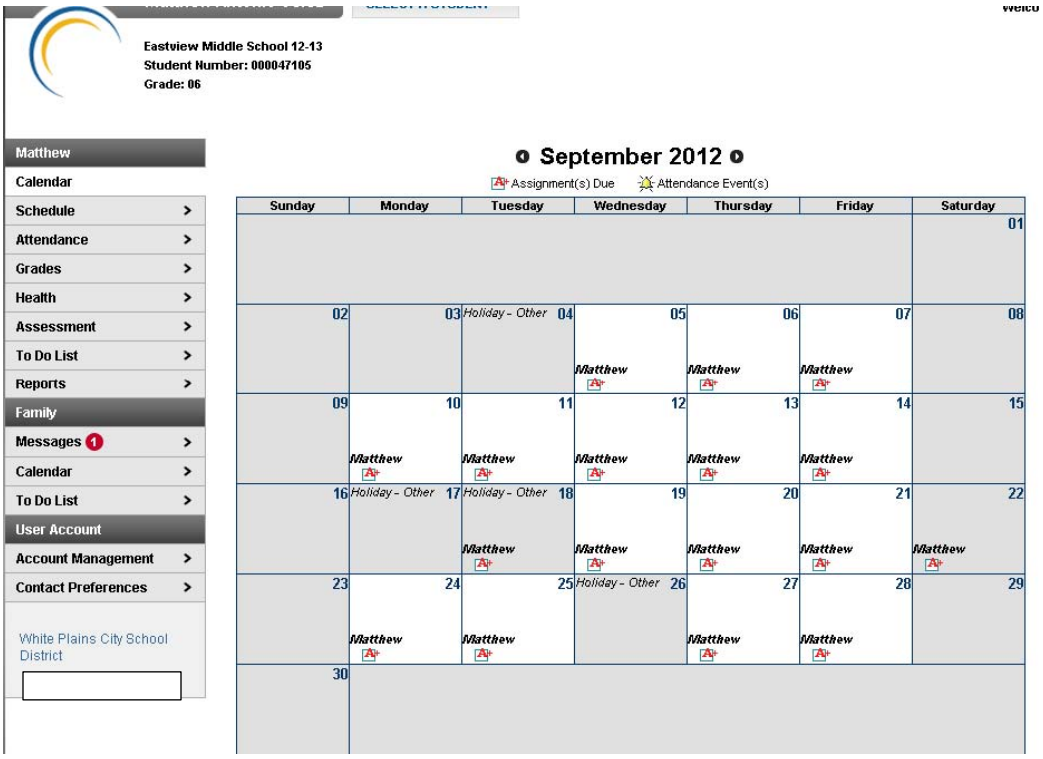
Note the "select a student at the top of the screen. Click on the down arrow, and you will be able to select the student you wish to review, and more options will show on the left.

If you do not select a student only household information will appear. You must select a student to review items such as grades, attendance and assignments.

Parent Portal Login Address: https://campus.fairfieldschools.org/campus/portal/fairfield.jsp

You can see on the left, the selection of items available to view through the portal.

Click on calendar and this view will appear:



Assignments will appear with this tag on the calendar: Assignment(s) Due

- If you hover over the assignment, the summary detail that describes the class and assignment will appear.
- If you click on the assignment icon it will take you to another screen with the assignment details, points available and any links to documents presented by the teacher to the student.

Attendance events, including class cuts will appear with this tag: Attendance Event(s)

- You can hover over the tag for summary information, or click on the tag to get details on the event.

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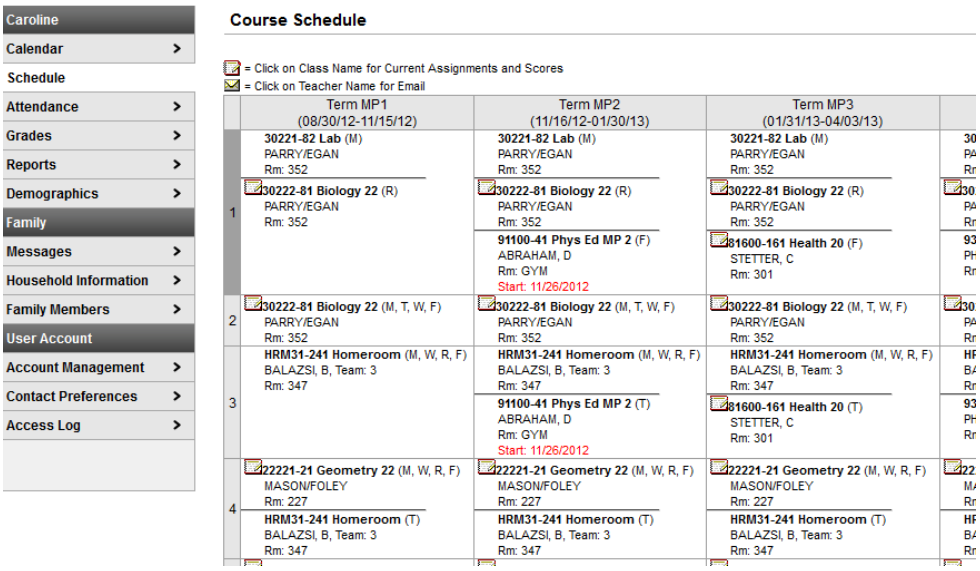
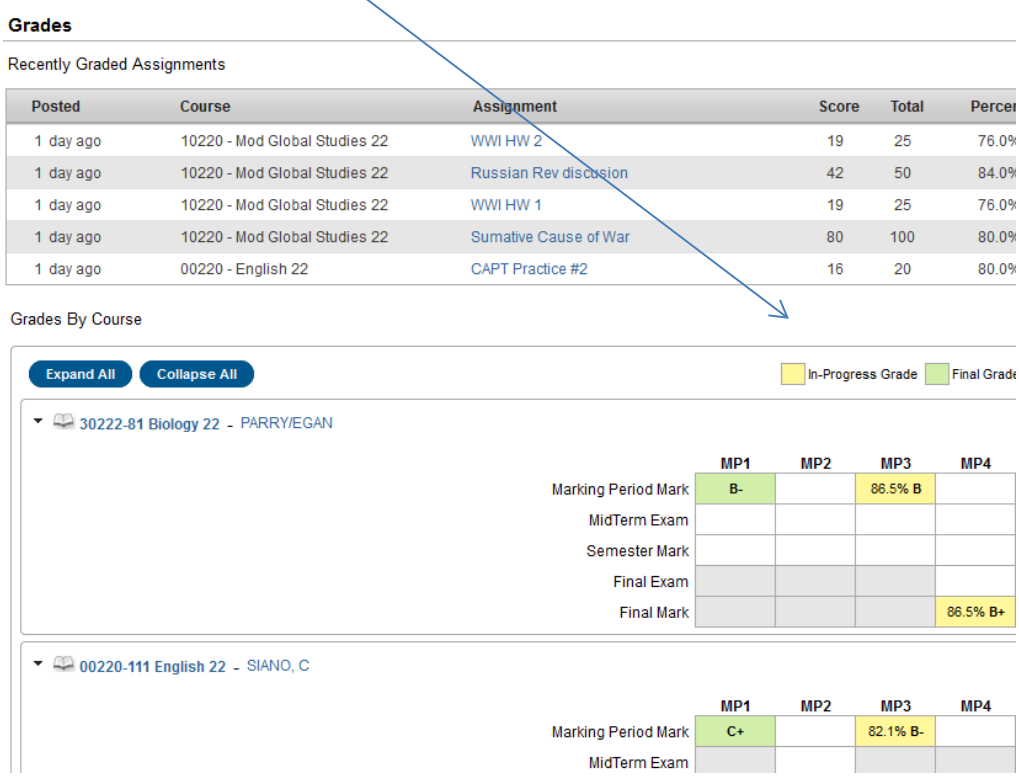
Student schedules are available through the "schedule" tab:



Grades are available through the grades tab (except for elementary schools, where only progress report grades starting with the March 2013 report will be posted)

In progress grades are those calculated based on assignments for a current marking period and are shaded in yellow. Final grades are those for a marking period, semester, midterm or final exam and are shaded in green.



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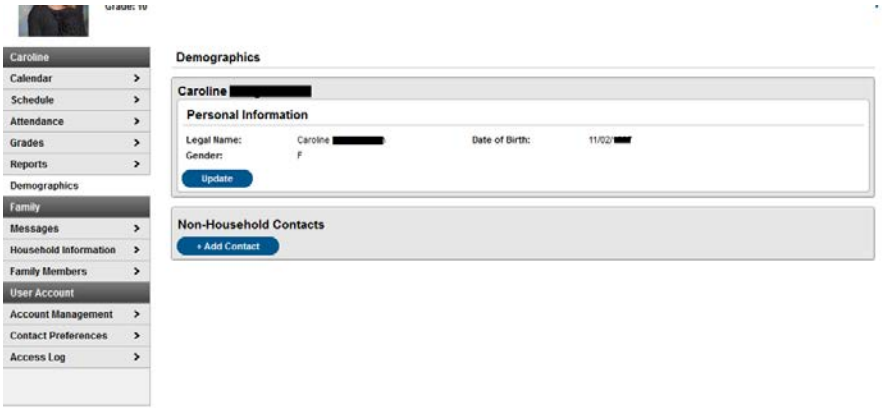
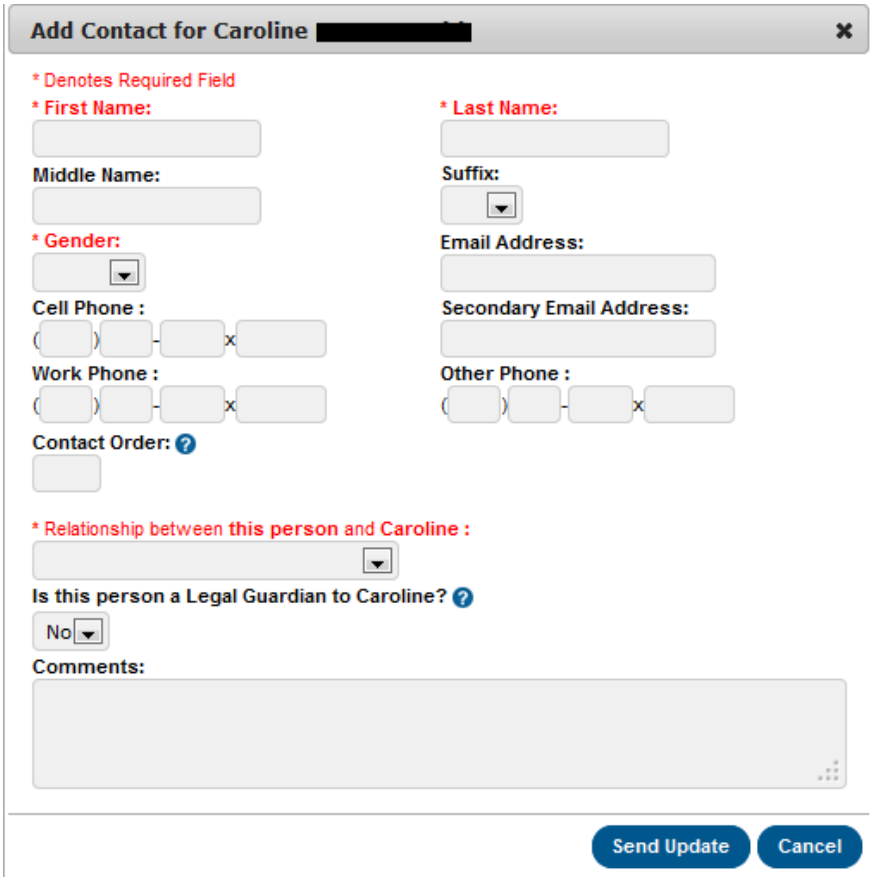
Family demographic information is available on the Demographics tab. **Please update any information that is incorrect**. *If your child's name, birthdate or residency address is incorrect, please contact our registrar at 203-255-8377 to make an appointment at our central office*. She/he will be able to let you know what documentation is required. Mailing addresses can be updated through the portal, along with emergency contacts



To add a contact: Click on the +add contact button under Non-Household contact and a new page will appear where you can add the new person.



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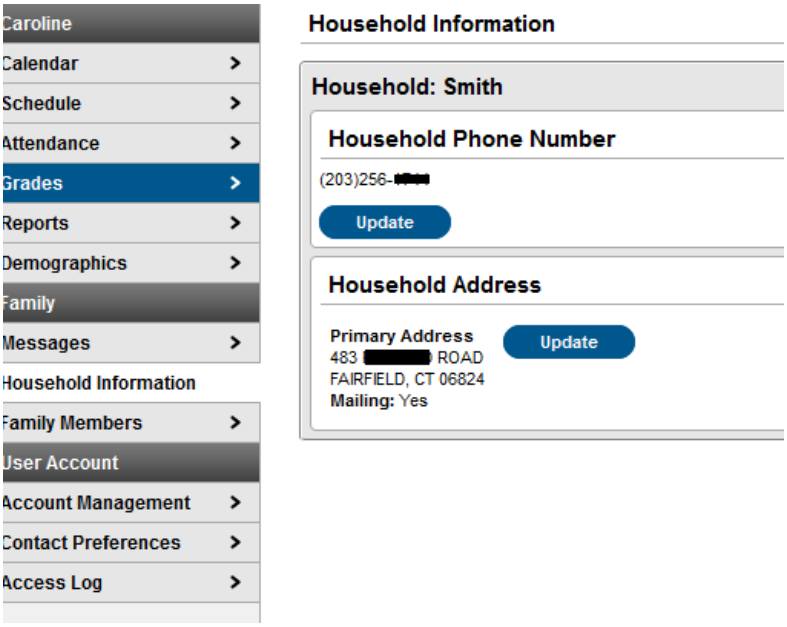
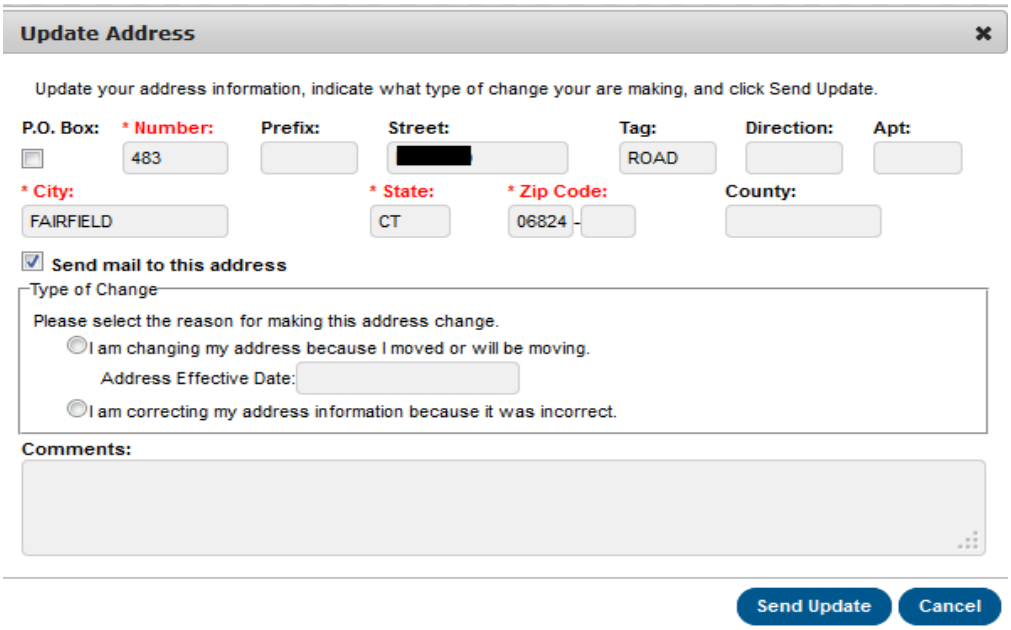
Household information for your family can also be updated via the portal by clicking “update”



When you click “update” a new screen appears:



Complete the information and submit it. A staff member will review it and update the system accordingly, or reach out to you for more information.

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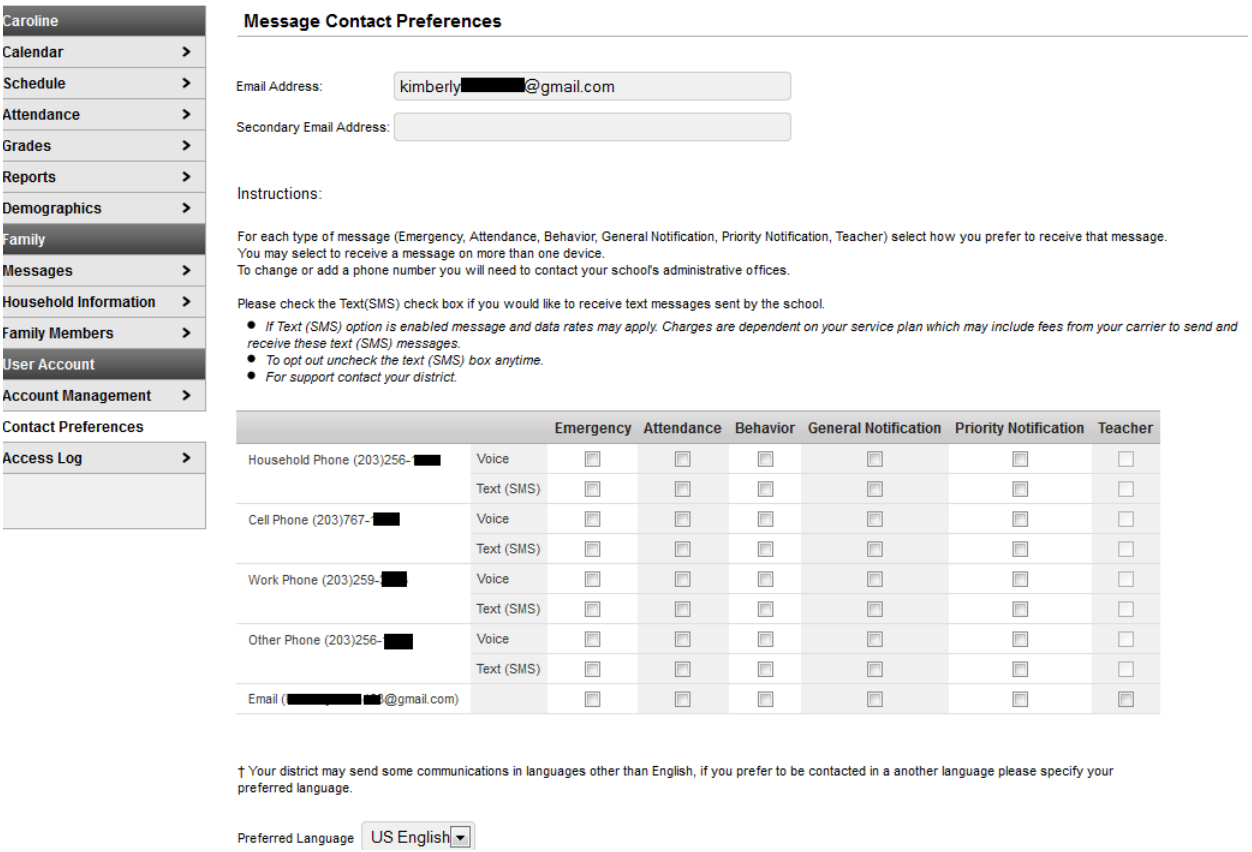
Message Contact Preferences:

This area is very important as this is where you indicate to the district how you wish to be contacted for various types of communication**, including messages from the district for emergency closures, early dismissals, medical emergencies and teacher communiques**.

Please select which contact methods (household phone, cell phone, work phone, email) you wish the district to use when communicating with **You.** See the following chart for the explanation of the types of contact reasons.

Contact Reason	Description
Emergency	Emergency messages are sent to contacts based on the contact phone numbers and email addresses marked to receive emergency messages on the Census > People > Demographics tab.
Attendance	Attendance messages notify guardians when students are absent or tardy from class.
Behavior	Behavior messages notify guardians when a student is involved in a behavior incident.
General	General messages are any messages labeled as general by the district or school.
Priority	Priority messages are messages that are labeled "High Priority" by the person who created the message.
Teacher	If given rights by the district or school, teachers can send messages to guardians regarding failing grades and missing assignments. They can also send general announcements.



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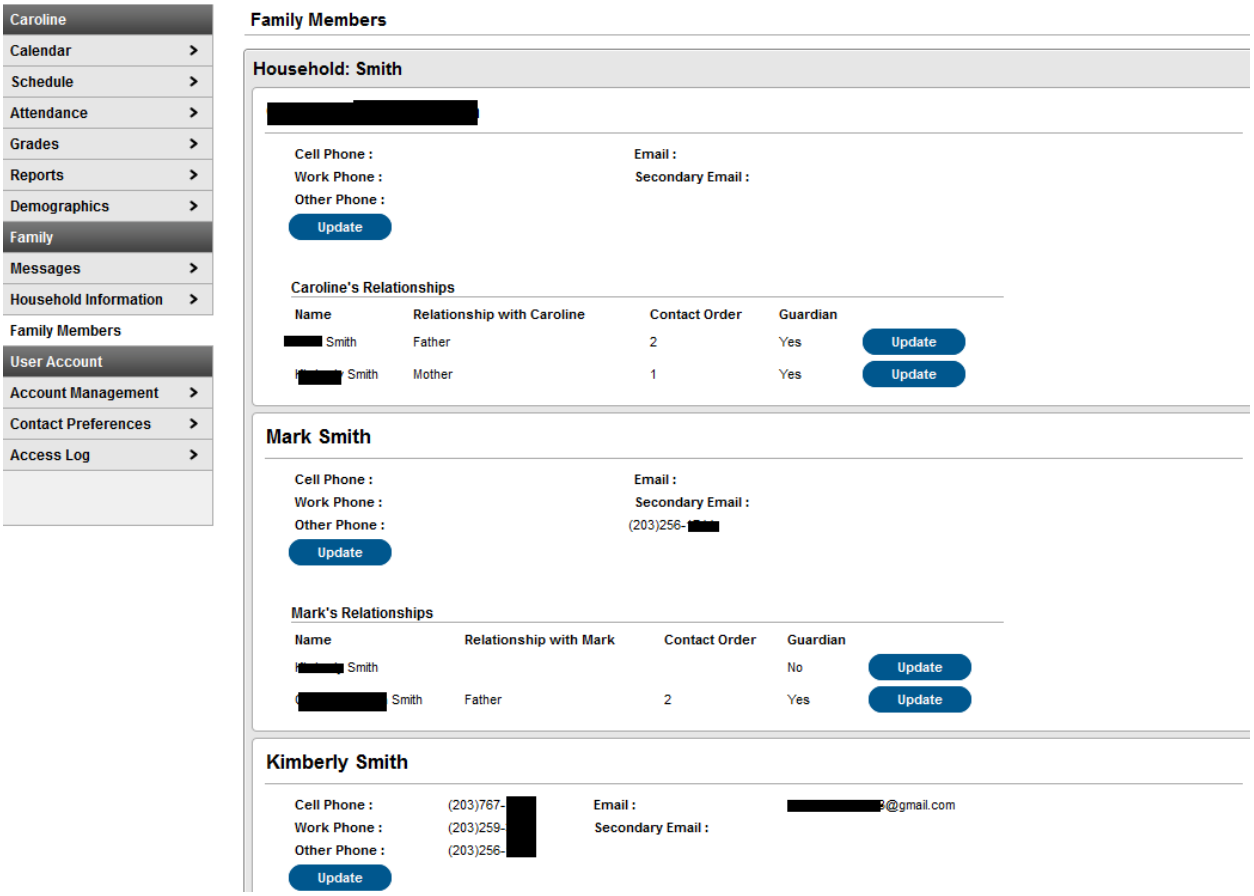
Please click on the appropriate box for your contact preferences. You may click more than one in each category. Remember the following tips when making your selection:

1. Please note text messaging is only available on cell phones that allow texting, and depending on your plan you may be charged a fee for the message.
2. Please note that for voice calls, particularly to home phones that a call may come very early in the morning (i.e. 5:30 am) for closures or delays due to weather events and the like.

If you do not select a method, you will not receive messages for those events. This area may be updated at any time. Please remember to click "save" when you have completed your selections.

If you do not see a phone number or email address listed that you wish to add : Please click on the tab labeled **"Family Members" .** This screen provides the ability to update your phone numbers and email addresses for all members of your family:



Click on the update button nearest the area you wish to update:

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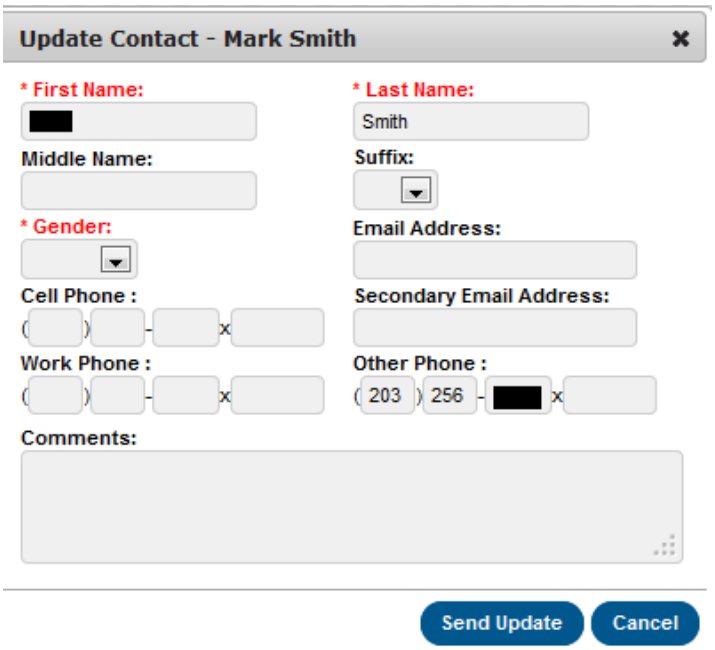
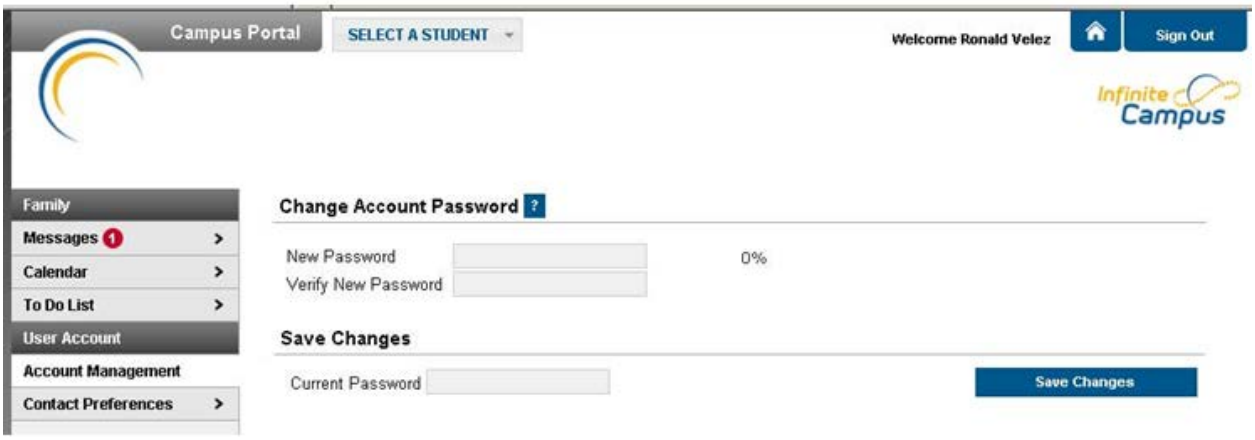


Complete the information required, and then click "send update".

Please note only home phone numbers will be updated immediately. All other requests will go through a review process and could take several days before appearing on the portal. You will receive a notification in your inbox on the portal when your request has been processed.

If you wish to change your password, select " Account Management" and complete the change:



If you have questions or require assistance, please email reghelp@fairfieldschools.org

We will respond during normal business hours, M-F 8:30- 4:30