2015

Deer Park Union Free
School District

Anastasia Tzortzatos
District Administrator of
Technology

[PARENT PORTAL USER GUIDE]

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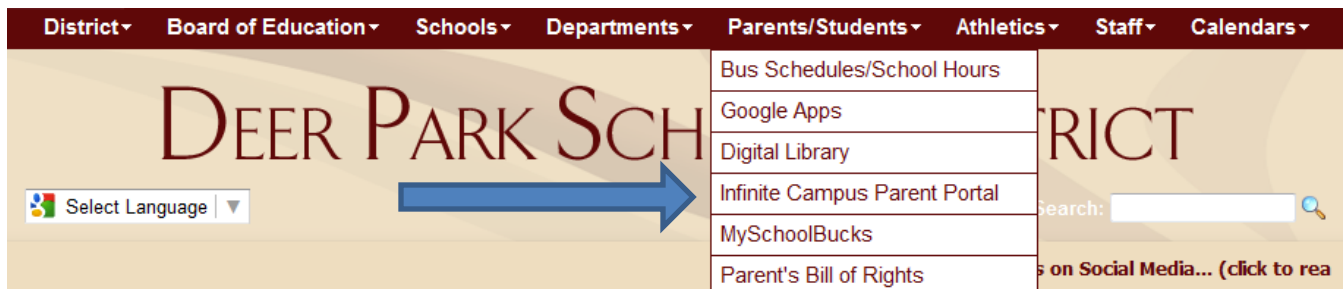
What is Parent Portal?

The *Parent Portal* provides parent/guardians with easy, secure, and real time access to student attendance history, grades, assessment scores, transportation, and student schedules. Progress reports (Robert Frost/High School) and report cards (ALL Schools) will be provided through the *Campus Backpack* area of the Parent Portal in lieu of postal mail. There is no cost to use the Parent Portal.

How does a parent/guardian log in?

- Go to http://deerparkschools.org
- Click on Parents/Students menu tab
- Select Infinite Campus Parent Portal selection

New User

- Print application for parental use of portal by clicking the "CLICK HERE" link next to **NEW USER**
    - A PDF file will open.
    - Print, fill out and mail back to Technology department
        - 41 Homer Ave
        - Deer Park, NY 11729

Infinite Campus Parent Portal

The Deer Park School District is using the *Infinite Campus Parent Portal* to provide parent/guardians with easy, secure, and real time access to student attendance history, grades, assessment scores, transportation, and student schedules. Progress reports (Robert Frost/High School) and report cards (ALL Schools) will be provided through the *Campus Backpack* area of the Parent Portal in lieu of postal mail. There is no cost to use the Parent Portal.

NEW USERS - If you do not have a Parent Portal account, please CLICK HERE to complete the Parent Portal Access Form.

RETURNING USERS - CLICK HERE to access the Deer Park Schools Parent Portal login page. If you do not remember your username and/or password, please email us at parentportal@deerparkschools.org ✉ with your request using the same e-mail address used to register for the account. Password reset requests cannot be made over the phone or at the individual school buildings!
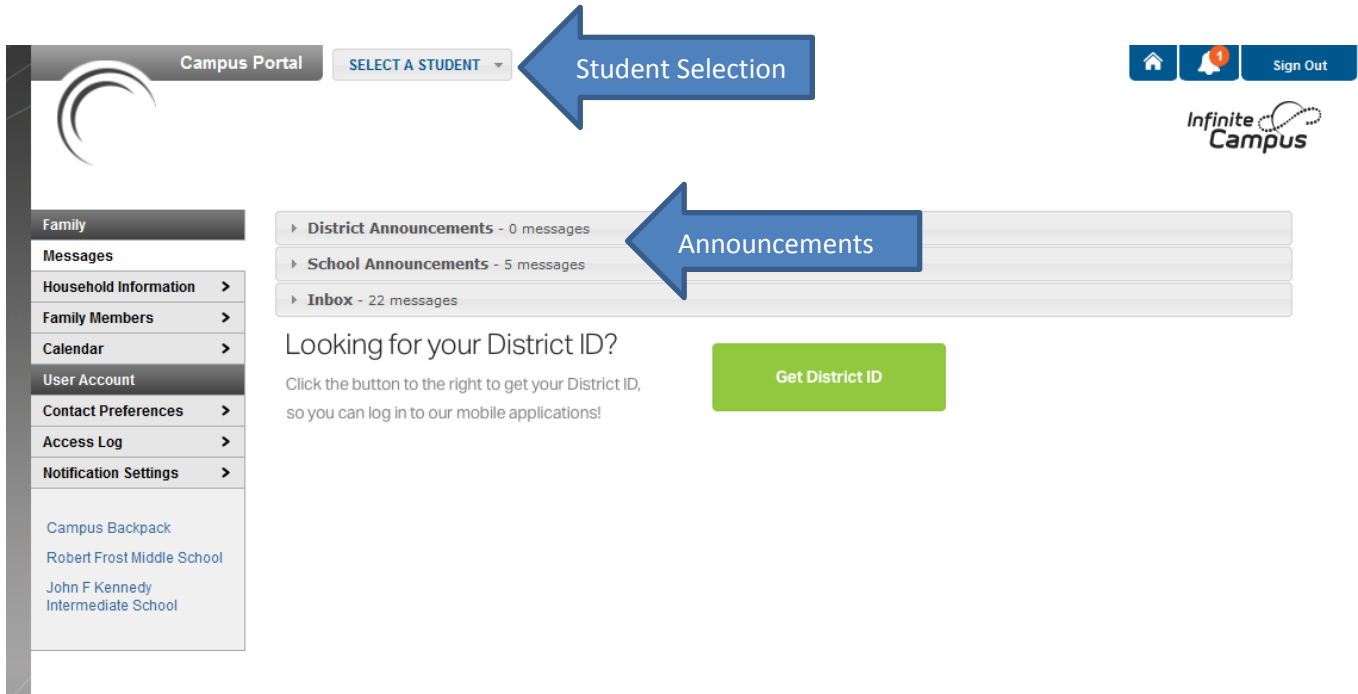
Returning User

- Click on "CLICK HERE" link next to **RETURNING USERS** to access the parent portal.

Reset Username or Password

- Please email parent portal@deerparkschools.org

Features

Welcome Screen

- Announcements appear on the main page
- If you have multiple children you must select a single child in order to view the student information
    - o Once you select a student it takes you to a calendar page which on the secondary level will show any assignments posted by the teacher
- The menu to the left allows parent/guardian to navigate the information available. This changes based on the building your child attends.

Course Schedule

☑ = Click on Class Name for Current Assignments and Scores
✉ = Click on Teacher Name for Email

	Term Q1 (09/01/15-11/06/15)	Term Q2 (11/09/15-01/22/16)	Term Q3 (01/25/16-04/08/16)	Term Q4 (04/11/16-06/24/16)
HB	9730-6 Home Base 7W ✉ Class Teacher Rm: B39	9730-6 Home Base 7W ✉ Class Teacher Rm: B39	9730-6 Home Base 7W ✉ Class Teacher Rm: B39	9730-6 Home Base 7W ✉ Class Teacher Rm: B39
1	☑5701-10 Span 7 ✉ Class Teacher Rm: A23	☑5701-10 Span 7 ✉ Class Teacher Rm: A23	☑5701-10 Span 7 ✉ Class Teacher Rm: A23	☑5701-10 Span 7 ✉ Class Teacher Rm: A23

Schedule– (Secondary Level Only)

The schedule menu is a way to view your child's schedule. From this option you can perform many tasks from a single screen.

- Email a child's teachers by clicking on the envelope icon or teacher's name
- View the teacher's gradebook by clicking on the class name

Attendance

Attendance – (Secondary Level Only)

The attendance menu shows a student's attendance. This option is for the secondary level only. This information can be as specific as a period on a given day or as general as a cumulative view.   The following options are available:

- Course
- Period
- Day
- Term

Assessments

This tab provides scores on all state assessments as well as benchmark exams given by the district.

Transportation

This shows the child's bus information.

Demographics

The demographics tab contains the demographic information of the student.

Messages

This tab takes you back to the main page where announcements are listed. Beneath the announcements is an inbox with messages to the parent/guardian.

Household Information

The household information tab provides the home phone number as well as the street address.

Family Members

 The family members tab lists all relatives living within the household that the student resides in.

Contact Preferences

The contact preferences tab is where the parent/guardian can update their email address as well as adding a secondary email address (Don't forget to click Save!)

Access Log

The access log tab allows the parent/guardian to see when the portal was accessed.

Notification Settings

The notifications tab allows a parent/guardian to indicate the types of notifications they receive. For example they can choose to only be notified about grades. The following options are available under this tab:

- Attendance
- Grades
- Assessments

Campus Backpack

Campus Backpack
Robert Frost Middle School
John F Kennedy
Intermediate School

Click to access Campus Backpack

What is Campus Backpack?
This is a section within parent portal which allows parents to view a child's report cards, and progress reports. The report opens as a pdf and can then be reviewed and/or saved by the parent/guardian.

Student Name	Document Name	Published Date	View
	2013-2014 Elementary Report	Sep 17, 2014 11:35 AM	
	2014-2015 Elementary Report	Jun 25, 2015 11:35 AM	
	2013-2014 Elementary Report	Sep 17, 2014 11:35 AM	
	2014-2015 Grade 6 RF Qtr 4 Report Card	Jul 17, 2015 6:06 PM	
	2015-2016 Grade 7 RF Qtr 1 Progress Report	Oct 28, 2015 5:32 PM	
	2013-2014 Elementary Report	Sep 17, 2014 11:34 AM	
	2014-2015 Elementary Report	Jun 25, 2015 11:37 AM	

Click the Adobe icon to view/download available reports

How does it work?

- Click on the campus backpack link in parent portal
- The screen shown above will appear
- Click on the Adobe icon for the available report you would like to view.
- The report will open a separate window