



PIEDMONT UNIFIED SCHOOL DISTRICT

ADMINISTRATION BUILDING

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[DATE]

[NAME]

[ADDRESS]

[CITY, ST ZIP]

Dear Parent(s)/Guardian(s):

***** **PLEASE DO NOT THROW THIS LETTER AWAY** *****

Congratulations to all students and families on the completion of another successful academic year. As your thoughts turn to summer activities, the District Office turns its focus on preparing for the upcoming academic year.

One of our critical tasks right now is the preparation of student data for 2012-13, including updating all parent and emergency contact information. Our student innovative data management system, InfiniteCampus (CAMPUS), provides us with several web-based communication tools which enhance our ability to reach you in the event of an emergency.

CAMPUS also provides parents online access to their student's information, including the ability to update information.

PLEASE NOTE: This system will help ensure that correct data is used for Online Registration in August.

This letter will walk you through:

- Logging into the application
- Contact information such as cell phone, email and emergency contacts
- Attendance
- Teacher Assignment
- Grade book (Piedmont High School only)

**** *Elementary Families: In lieu of post cards, your child's assigned teacher will be communicated* ****
on the CAMPUS parent login in August and class lists will be posted at school sites in the usual manner.

Please follow the steps outlined below and allow approximately 20 minutes for completion. We understand that this system is new and unfamiliar. There is clear information on the parent login site, but should you need assistance, please contact your site's administrative assistant, or at the middle and high schools, the counseling secretary. In order to maintain an accurate database for our Online Registration and the beginning of the school year, **please access the CAMPUS parent login and update any contact information by July 15, 2012.**

Login Information:

[PARENT1] Activation Key: **[PARENT1 GUID]**

[PARENT2] Activation Key: **[PARENT2 GUID]**

To begin, enter the following web address into your browser's address bar:

<https://campus.piedmont.k12.ca.us/campus/portal/piedmont.jsp>

This will bring you to the Piedmont City Unified School Campus Login.

As a first time CAMPUS Login user with an Activation Key, click here

Four languages available:
▪ English
▪ Spanish
▪ Simplified Chinese
▪ Traditional Chinese

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

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Enter your Activation Key and click Submit

You will need to create a User Name and strong password that is at least eight (8) characters long and meets three of the following four qualifications:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

Click Create Account

Campus Portal account creation successful!

Welcome [redacted], you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

Contact Information

Parents can request to add and/or update information at anytime. Important contact information needed from each parent includes:

- Cell Phone – used for emergency notifications
- Email address – used for critical/important notifications
- Emergency Contacts – when a parent cannot be contacted, these individuals will be contacted in the order entered

Household Contacts

Family Members

Household: PORTAL HOUSEHOLD

Christina Student

Cell Phone : Other Phone :
 Work Phone : Email :

Christina's Relationships

Name	Relationship with Christina	Contact Order	Guardian
Angelica Sister	Sister - Sister	No	No
Michael Father	Father - Daughter	Yes	Yes
Claudia Mother	Mother - Daughter	Yes	Yes
Hannah S.H. Sister	Sister - Sister	No	No
Jung Gramma	Grandparent - Grandchild	No	No

Update Contact - Angelica Sister

* First Name: Angelica * Last Name: Sister
 Middle Name: Suffix:
 * Gender: Female Email Address:
 Cell Phone : (555) 117-2544 Work Phone : () - () - ()
 Other Phone : () - () - () Contact Order:
 Comments:

Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change is submitted and when changes are reflected.

Emergency Contacts

Non-household contacts are those people who will be contacted when we are unable to contact a parent in the case of illness or emergency. These contacts will be called in the order they are entered into CAMPUS.

To add/update a new non-household contact:

1. Click the **SELECT A STUDENT** button at the top and select a student.
2. Select the **Add Contact** or **Update** button on the **Non-Household Contacts** section. An **Add Contact** or **Update Contact** window will appear.
3. Enter contact information. The **First Name, Last Name, Gender** and **Relationship between this person and [the Student]** fields must be populated.
4. Enter any **Comments** related to the updates to the new Contact. These comments are seen by the staff person processing the request.
5. Click the **Send Update** button. An indication the message has been sent will appear.

Click the **OK** button to return to the **Demographics** page.

11-12 Piedmont High School
 Student Number:
 Grade: 10

Welcome |

Demographics

Please check your information below and submit additions and updates.

Personal Information

Legal Name: Date of Birth:
 Gender: F

Non-Household Contacts

Add Contact for [Student Name]

* Denotes Required Field

* First Name: * Last Name:
 Middle Name: Suffix:
 * Gender: Email Address:
 Cell Phone : () - () - () Work Phone : () - () - ()
 Other Phone : () - () - () Contact Order:
 * Relationship between this person and Cicely :
 Is this person a Legal Guardian to Cicely?
 Comments:

Start by selecting a student

Attendance

The **Attendance Tab** can be accessed from the student section of the navigation pane, after a specific student has been chosen from **SELECT A STUDENT**. The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months.

Clicking on an instructional day will generate a detail window including any absence or tardy information for that day. Attendance Event information is found in the **Description** column.

Course	Teacher	Periods Absent	Tardy
200-4 Grade 02	Roine, Jessica	7	9
Total		7	9

Period	Course	Time	Description
Homeroom	200-4 Grade 02	08:20 AM - 03:10 PM	ILL illness

Schedule

The Course Schedule lists the student's teacher. Parents can use this tool to find their student's class, along with the teacher's name and room number. Clicking the teacher's name with an **Email** icon next to it will generate an email in the user's preferred email program. A **Paper** icon appears under the teacher's name indicating a newsletter has been posted. Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades (Piedmont High School only).

This example is for an elementary student. High school schedules will list all courses and teachers.

	Term T1 (08/24/11-10/28/11)	Term T2 (10/31/11-03/16/12)	Term T3 (03/19/12-06/13/12)
Homeroom	200-4 Grade 02 Roine, Jessica Rm: 326	200-4 Grade 02 Roine, Jessica Rm: 326	200-4 Grade 02 Roine, Jessica Rm: 326
Courses	EMPTY	EMPTY	EMPTY

Have a wonderful summer and we look forward to the 2012-13 school year.

Sincerely,

Randall Booker
Assistant Superintendent