

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 can be found at this link:

<https://www.infinitecampus.com/audience/parents-students/login-search>

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:

The screenshot shows the parent portal interface for Matthew. On the left is a navigation menu with options like Schedule, Attendance, Grades, Health, Assessment, To Do List, Reports, Family, Messages (1), Calendar, To Do List, User Account, Account Management, and Contact Preferences. The main area displays a calendar for September 2012. The calendar grid shows days from Sunday to Saturday. Assignment tags (A+) are visible on several days, and attendance event tags (A) are also present. Some days are marked as 'Holiday - Other'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
	02	03 Holiday - Other	04	05	06	07
			Matthew (A+)	Matthew (A+)	Matthew (A+)	08
	09	10	11	12	13	14
	Matthew (A+)	Matthew (A+)	Matthew (A+)	Matthew (A+)	Matthew (A+)	15
	16 Holiday - Other	17 Holiday - Other	18	19	20	21
		Matthew (A+)	Matthew (A+)	Matthew (A+)	Matthew (A+)	Matthew (A+)
	23	24	25 Holiday - Other	26	27	28
	Matthew (A+)	Matthew (A+)		Matthew (A+)	Matthew (A+)	29
	30					

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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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

The screenshot shows the 'Demographics' tab for a child named Caroline. The 'Personal Information' section displays the following details: Legal Name: Caroline [redacted], Date of Birth: 11/02 [redacted], and Gender: F. There is an 'Update' button below this section. The 'Non-Household Contacts' section has a '+ Add Contact' button. A sidebar on the left contains navigation options: Caroline, Calendar, Schedule, Attendance, Grades, Reports, Demographics, Family, Messages, Household Information, Family Members, User Account, Account Management, Contact Preferences, and Access Log.

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.

The 'Add Contact for Caroline' form includes the following fields and options:

- * Denotes Required Field**
- * First Name:** [Text input]
- * Last Name:** [Text input]
- Middle Name:** [Text input]
- Suffix:** [Dropdown menu]
- * Gender:** [Dropdown menu]
- Email Address:** [Text input]
- Cell Phone :** [Phone number input: () - - x]
- Secondary Email Address:** [Text input]
- Work Phone :** [Phone number input: () - - x]
- Other Phone :** [Phone number input: () - - x]
- Contact Order: ?** [Text input]
- * Relationship between this person and Caroline :** [Dropdown menu]
- Is this person a Legal Guardian to Caroline? ?** [Dropdown menu with 'No' selected]
- Comments:** [Large text area]

Buttons at the bottom: **Send Update** and **Cancel**

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

The screenshot shows a sidebar menu on the left with the following items: Caroline, Calendar, Schedule, Attendance, Grades, Reports, Demographics, Family, Messages, Household Information, Family Members, User Account, Account Management, Contact Preferences, and Access Log. The 'Household Information' section is expanded, showing 'Household: Smith'. Under this, there are two sections: 'Household Phone Number' with a field containing '(203)256-XXXX' and an 'Update' button; and 'Household Address' with a 'Primary Address' field containing '483 [REDACTED] ROAD FAIRFIELD, CT 06824' and a 'Mailing: Yes' checkbox, along with an 'Update' button.

When you click “update” a new screen appears:

The 'Update Address' form is titled 'Update Address' and includes a close button (X). Below the title, it says 'Update your address information, indicate what type of change you are making, and click Send Update.' The form contains several input fields: 'P.O. Box' (checkbox and '483'), 'Prefix' (empty), 'Street' ('[REDACTED]'), 'Tag' ('ROAD'), 'Direction' (empty), 'Apt.' (empty), '* City:' ('FAIRFIELD'), '* State:' ('CT'), '* Zip Code:' ('06824'), and 'County:' (empty). There is a checked checkbox for 'Send mail to this address'. Below this is a 'Type of Change' section with two radio button options: 'I am changing my address because I moved or will be moving.' (selected) and 'I am correcting my address information because it was incorrect.' An 'Address Effective Date:' field is also present. At the bottom, there is a 'Comments:' text area and two buttons: 'Send Update' and 'Cancel'.

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.

Caroline

Calendar >

Schedule >

Attendance >

Grades >

Reports >

Demographics >

Family

Messages >

Household Information >

Family Members >

User Account

Account Management >

Contact Preferences

Access Log >

Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (203)256-[REDACTED]	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (203)767-[REDACTED]	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (203)259-[REDACTED]	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (203)256-[REDACTED]	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email ([REDACTED]@gmail.com)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

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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:

Family Members

Household: Smith

Cell Phone : [REDACTED] Email : [REDACTED]
Work Phone : [REDACTED] Secondary Email : [REDACTED]
Other Phone : [REDACTED]
[Update](#)

Caroline's Relationships

Name	Relationship with Caroline	Contact Order	Guardian	
[REDACTED] Smith	Father	2	Yes	Update
[REDACTED] Smith	Mother	1	Yes	Update

Mark Smith

Cell Phone : [REDACTED] Email : [REDACTED]
Work Phone : [REDACTED] Secondary Email : (203)258-[REDACTED]
Other Phone : [REDACTED]
[Update](#)

Mark's Relationships

Name	Relationship with Mark	Contact Order	Guardian	
[REDACTED] Smith	[REDACTED]	[REDACTED]	No	Update
[REDACTED] Smith	Father	2	Yes	Update

Kimberly Smith

Cell Phone : (203)767-[REDACTED] Email : [REDACTED]@gmail.com
Work Phone : (203)259-[REDACTED] Secondary Email : [REDACTED]
Other Phone : (203)256-[REDACTED]
[Update](#)

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

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Update Contact - Mark Smith ✕

*** First Name:**

*** Last Name:**

Middle Name:

Suffix:

*** Gender:**

Email Address:

Cell Phone :

Secondary Email Address:

Work Phone :

Other Phone :

Comments:

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:

Campus Portal SELECT A STUDENT Welcome Ronald Velez Sign Out

Family

- Messages 1
- Calendar
- To Do List

User Account

- Account Management
- Contact Preferences

Change Account Password

New Password 0%

Verify New Password

Save Changes

Current Password

To Access Reports:

To access reports, such as progress reports or report cards, click on the “reports tab shown in the left side of the screen. Note: if you have more than one child in the district, you will not see the reports tab until you have used the “select a student” drop down list to choose which student’s reports you wish to see.

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13-14 Burr Elementary School
Student Number: [REDACTED]
Grade: 02

Joris

- Calendar >
- Schedule >
- Attendance >
- To Do List >
- Reports
- Demographics >
- Family
- Messages **66** >
- Household Information >
- Family Members >
- Calendar >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

Reports

- Fifth Grade Progress Report
- First Grade Progress Report
- Fourth Grade Progress Report
- Kindergarten Progress Report
- Second Grade Progress Report
- Third Grade Progress Report

Reports on this page require the Adobe Acrobat Reader (free). 

Select the report applicable to your student. Please note that reports such as report cards are only available for the school year that is active. Over the summer months, the district “rolls” up to the next school year following the completion of summer school in late July. At that point, the previous school year reports will no longer be available through the portal. If you wish to retain a copy, please save it to your computer or print a hard copy.

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