

SIS: Campus Parent

Accessing Campus Parent

1. Using the Mozilla Firefox internet browser, navigate to <http://philasd.org/pfportal>. If you are registering for the first time, scroll down and click “Click Here to Register.” If you have already registered, click on Access the Portal on the right hand side of the screen. Select the button that says “Click Here to Access the Portal” on the right hand side of the screen.



2. Enter the parent’s district Username and Password. Click **Login**.

Enter your Username and Password

Username:

Password:

Forgot Your Password?

LOGIN

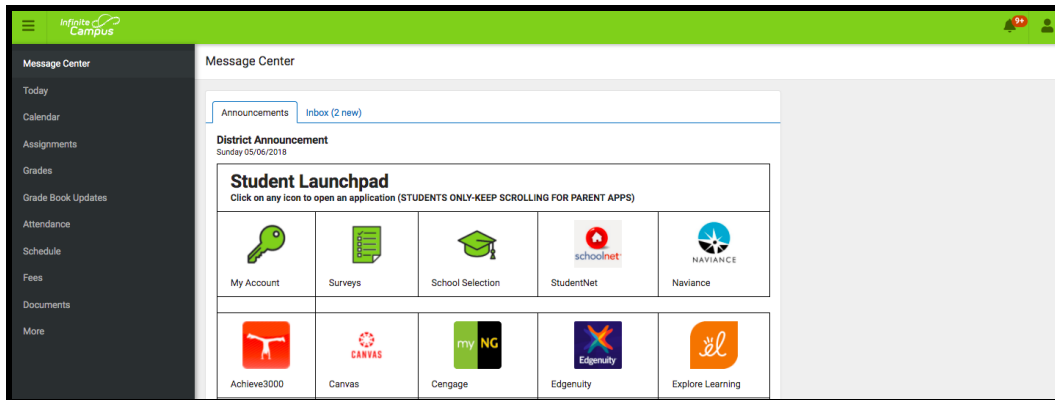
CLEAR

IT USE ONLY

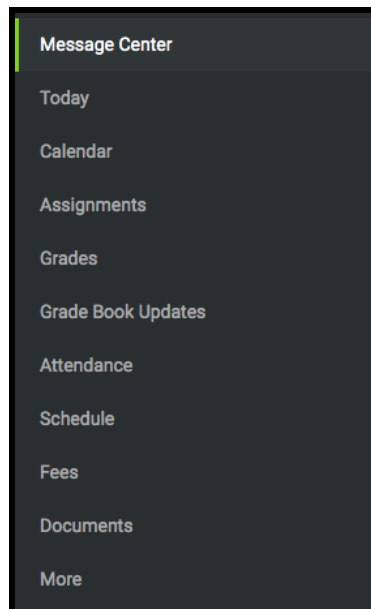
Requested Service:

Viewing Information in Campus Parent

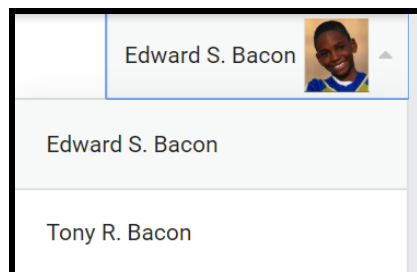
1. Once logged in, the Campus Parent home screen will be viewable. The home screen defaults to the Message Center. Here, users will be able to view Announcements and access their Campus Parent Inbox. Announcements can be categorized as either District Announcements or School Announcements. If a user has students in multiple schools, announcements from each individual school will appear on this screen.



2. A list of tools within Campus Parent will display on the left side of the screen. A description of each of these tools is included on the following page.



3. Users with multiple students can toggle between individual student records within each tool. A drop-down menu will display in the top right hand side of the screen. Expanding this menu will allow users to select which student's information they wish to view.



Tool Overview

Notification Settings

Page 6

The Notifications Settings section will allow parents to select which topics they receive notifications for in Campus Parent.

Contact Preferences

Page 7

The Contact Preferences tool will allow parents to update how they receive communication from their students' schools.

Language Settings

Page 9

The Language section allows users to select the language for Campus Parent.

Message Center

Page 10

The Message Center tool allows families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

Today

Page 11

The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

Calendar

Page 13

The Calendar tool of Campus Parent allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

Assignments

Page 15

The Assignments tool allows users to view assignments for the current day, current term, year or missing assignments, as well as due dates, scores and comments.

Grades

Page 16

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

Grade Book Updates

Page 18

The Grade Book Updates tool lists all assignments that have been scored or updated in the last fourteen days.

Attendance

Page 20

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

Schedule

Page 22

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

Fees

Page N/A

The Fees tool is not utilized by the School District of Philadelphia.

Documents

Page 23

The Documents tool allows you to print your student's schedule. It will also allow you to view your student's Academic Plan Progress Report, which allows you to view your student's progress towards graduation.

Address Information

Page 24

The Address Information tool will allow parents to view their household data, as well as update their household phone number in the system.

Demographics

Page 25

The Demographics tool will display demographic and emergency contact information for the student.

Family Information

Page 26

The Family Information tool will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

Health

Page 27

The Health tool will show the immunization record for the student.

Transportation

Page 28

The Transportation tool will show the transportation record for the student.

Placement

Page N/A

The Placement tool will display relevant enrollment placement data for any student whose record indicates a specialized enrollment outside of their catchment school. For example, a student who was enrolled at a school via the School Selection process would have Placement details available.

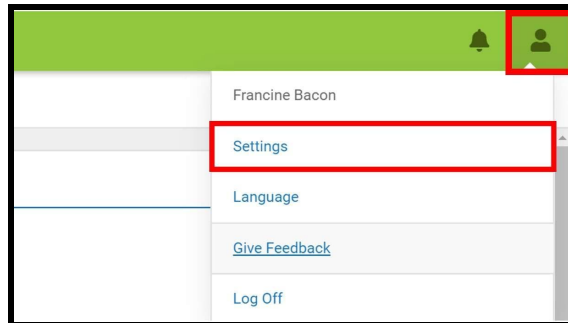
Backpack

Page 30

The Backpack tool will display report cards for the student.

Updating Notification Settings in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click

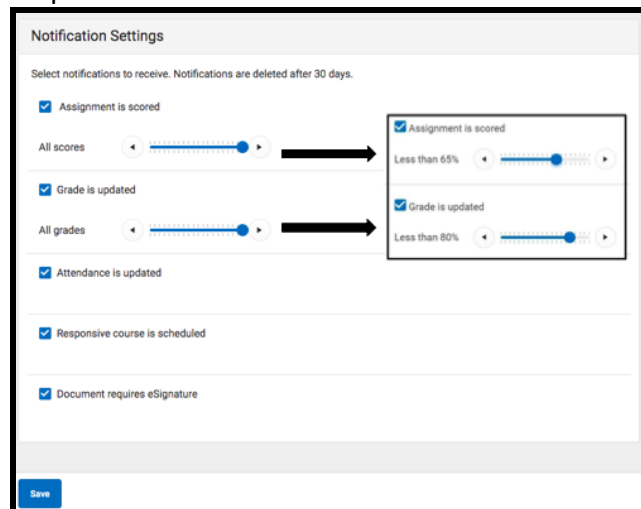


Settings.

2. Click on **Notification Settings**.



3. Select which notifications you would like to receive. Users can elect to receive all scores/grades when updated, or can use the sliding scale to adjust their notification threshold (for example, receive notifications for all assignments scored under 65%). Click **Save** when complete.

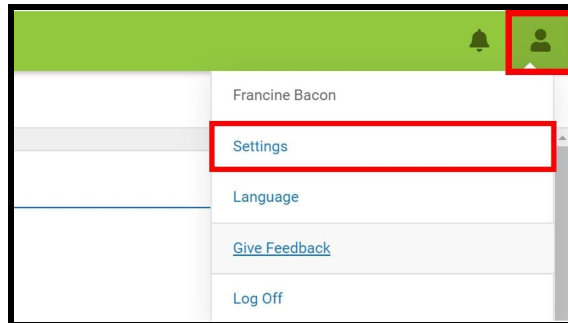


Note: Notifications will appear in the top right corner of the screen, next to the bell icon. Click on the bell icon to view notifications.



Updating Contact Preferences in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click

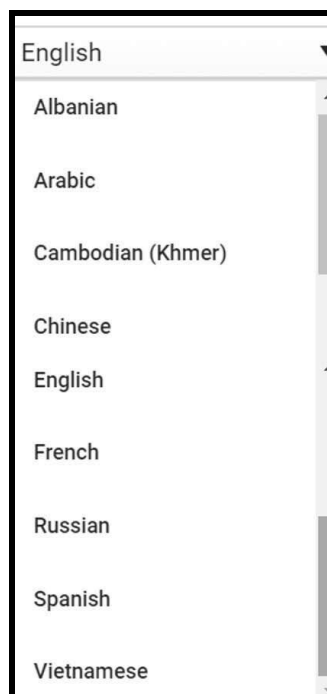


Settings.

2. Click on **Contact Preferences**.



3. Users can update their *Preferred Language* if school messages should be sent using a language besides English. Users can select the appropriate language from the drop-down menu.



4. *Phone Preferences:* Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account. They can indicate if they want notifications via voice (phone call) or text (SMS message).

Phone

Email

| CHRISMER HOUSEHOLD PHONE (610)348-7785 | VOICE | TEXT (SMS) |
|-------------------------------------------|-------------------------------------|-------------------------------------|
| Priority | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Attendance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| General | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Behavior Messenger | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Emergency | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

5. *Email Preferences:* Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account.

Phone

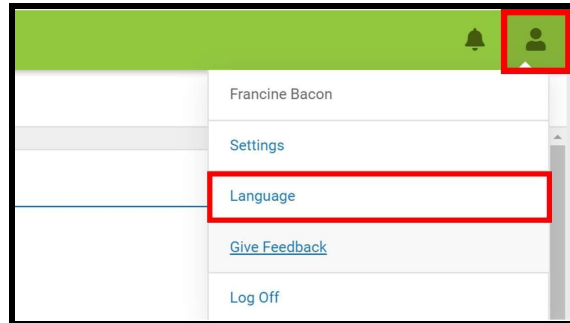
Email

| PRIMARY EMAIL ADDRESS F.BACON@EMAIL.COM | EMAIL |
|--------------------------------------------|-------------------------------------|
| Priority | <input checked="" type="checkbox"/> |
| Attendance | <input checked="" type="checkbox"/> |
| General | <input checked="" type="checkbox"/> |
| Teacher | <input checked="" type="checkbox"/> |
| Behavior Messenger | <input checked="" type="checkbox"/> |
| Emergency | <input checked="" type="checkbox"/> |

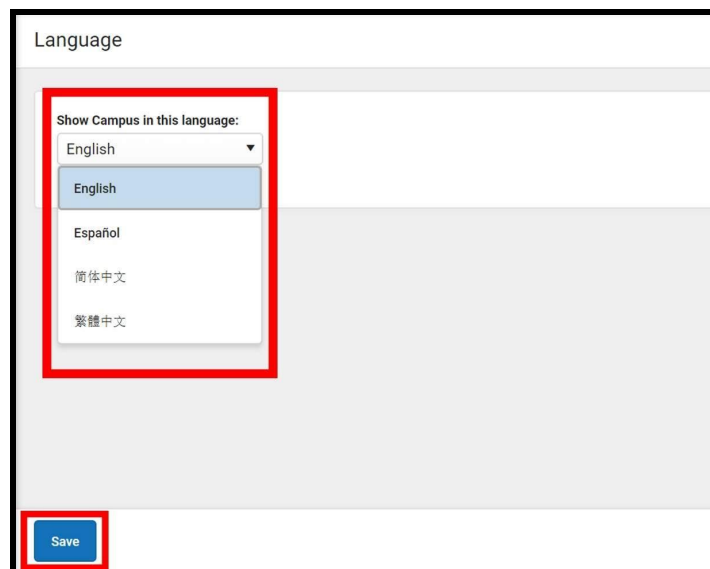
6. When all of the desired updates have been made, click **Save**.

Changing the Language Setting in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Language**.



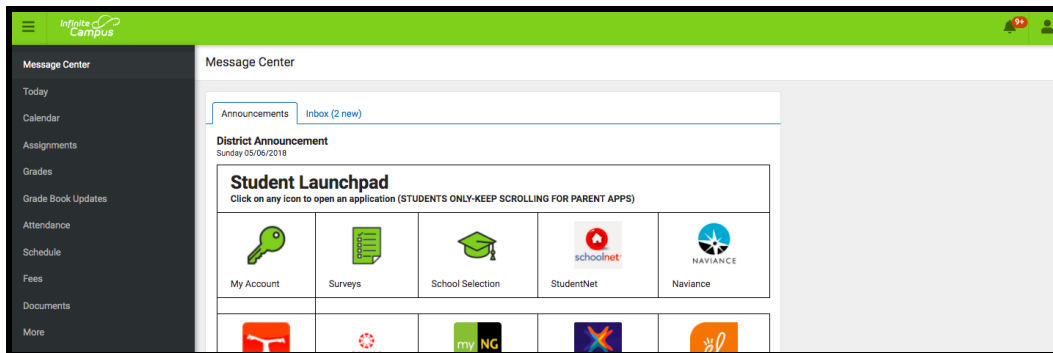
2. Use the drop-down menu to select which language to view Campus Parent. When your selection is finalized, click **Save**.



3. Information in Campus Parent will now display in the selected language.

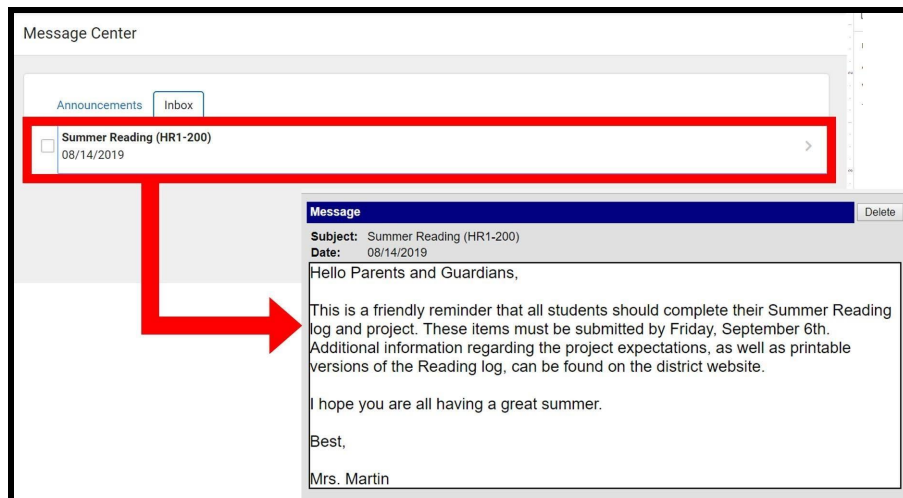
Viewing Information in the Message Center

1. From the left hand side of the screen, click on **Message Center**.
2. Here, users will be able to view Announcements and access their Campus Parent Inbox. In the **Announcements tab**, you can view either District Announcements or School Announcements. Student and Family Launchpad icons will appear in the District announcement section.

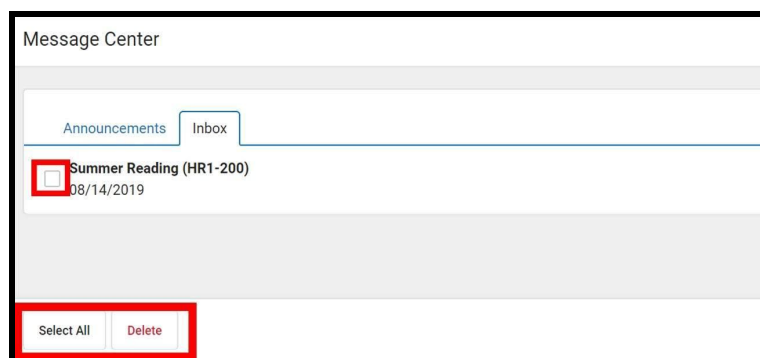


Note: If a user has students in multiple schools, announcements from each individual school will appear on this screen.

3. Click on the **Inbox tab** to view messages sent directly to the parent or guardian from a teacher. To read a message, click on the message name.



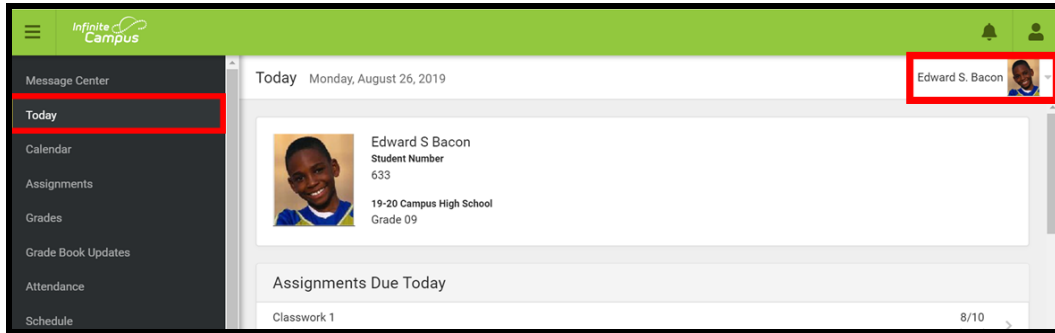
4. Users can delete messages from their Inbox by clicking on the check box before the message name to select that message, then clicking **Delete**. Users can delete all messages by clicking **Select All**, then **Delete**.



Using the Today tool in Campus Parent

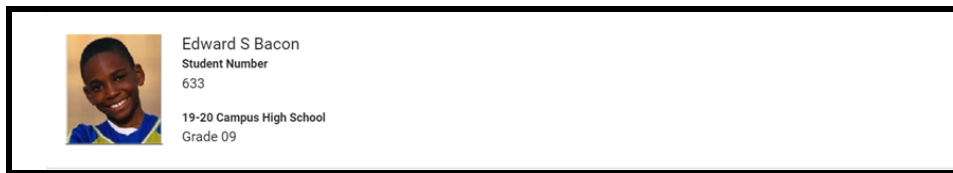
The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

1. On the left hand side of the screen, click on **Today**.

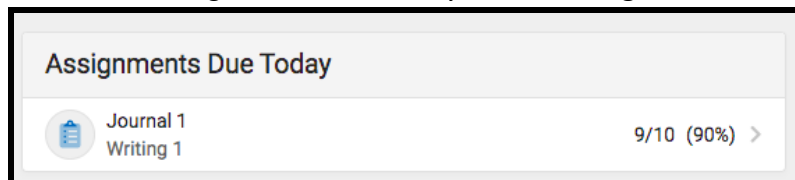


Note: Users can use the drop down menu in the top right hand side of the screen to select which student's information they'd like to view.

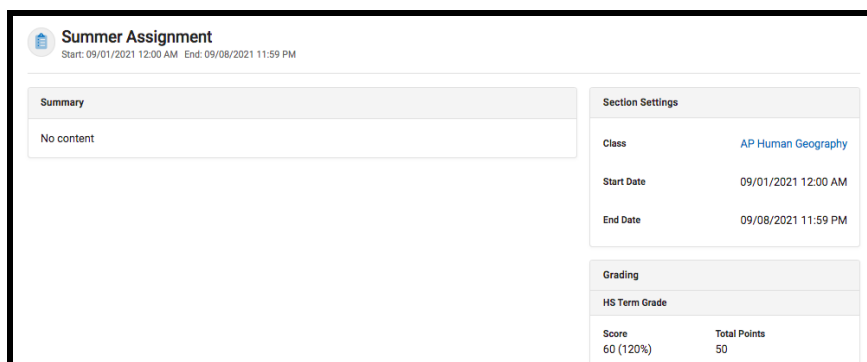
2. The first section of this screen will include identifying student information, including name, student number, school location and grade.





3. The next section, *Assignments Due Today*, lists all assignments due on the current date.



4. Clicking on an assignment will give you more information about the date it was assigned, the date it is due, and any related scoring information.



5. The next section is the *Assignments Due Tomorrow* section. Here, you can view a list of all assignments due on the following day.

| Assignments Due Tomorrow | | |
|-----------------------------------------------------------------------------------|--------------------------|---|
|  | Warm up Mathematics 1 | > |
|  | Classwork 2 Reading 1 | > |

6. The next section is the *Documents Need Attention* section. The District is not utilizing this section.

| Documents Need Attention |
|--------------------------|
| No documents. |

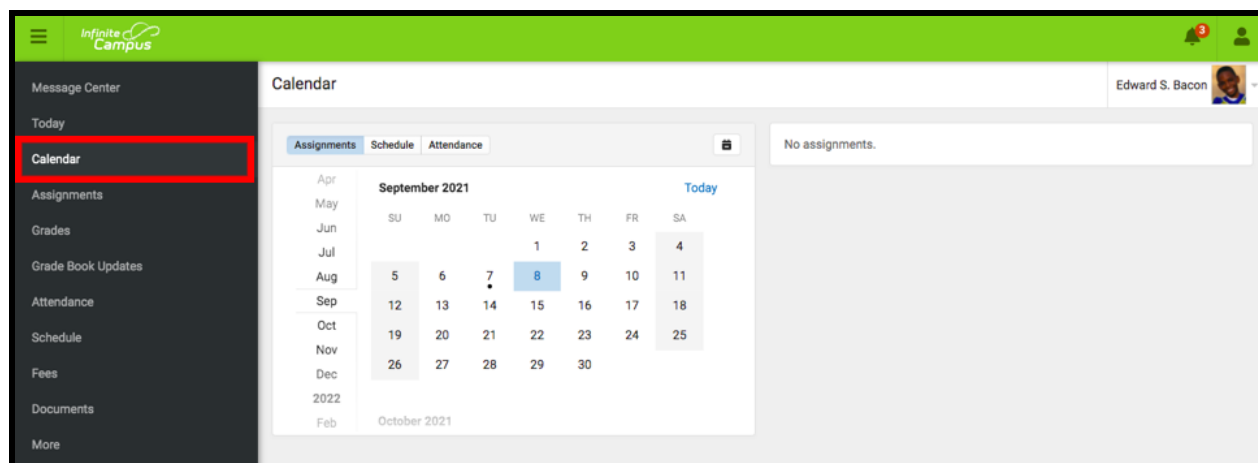
7. The last section on this page shows the student's schedule for the day. Above the schedule you can view the current Marking Period (MP) as well as the start and end dates for that term.

| 1 (07/01 - 10/25) | | |
|-------------------|--------------------------------------|-------------------------------------------------------|
| DAY: A | | |
| 1a | English I 7:51 AM - 8:46 AM | Simcoe, James Rm: 101 Start: 08/01/2019 |
| 1b | English I 8:46 AM - 9:28 AM | Simcoe, James Rm: 101 Start: 08/01/2019 |
| 2 | World History 9:31 AM - 10:16 AM | Buck, Annette Rm: 101 Start: 08/01/2019 |
| 2/3 | World History 10:19 AM - 11:01 AM | Buck, Annette Rm: 101 Start: 08/01/2019 |
| 3 | Algebra I 11:04 AM - 11:49 AM | Bryant, Braylen Rm: 101 Start: 08/01/2019 |
| 3 | US STUDIES 11:04 AM - 11:49 AM | Carnes, Kandace Rm: 111 |
| 3/4 | Algebra I 11:52 AM - 12:34 PM | Bryant, Braylen Rm: 101 Start: 08/01/2019 |
| 4 | HEALTH 12:37 PM - 1:22 PM | Monique Hileman-Devoe Rm: 210 Start: 08/01/2019 |

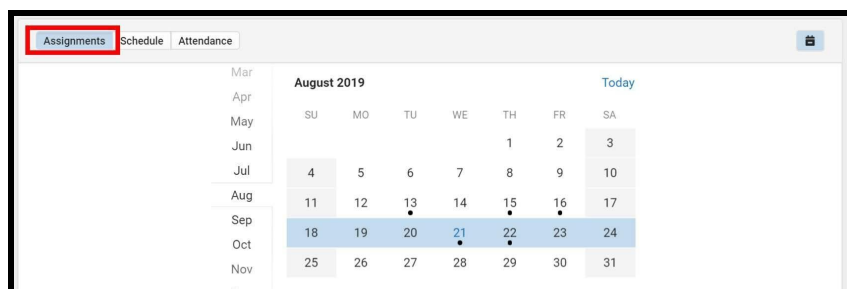
Viewing the Calendar Tool in Campus Parent


The Calendar tool allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

1. On the left hand side of the screen, click on **Calendar**. This will bring the user to the calendar view. The calendar will appear as a monthly, at-a-glance overview. Any date on the calendar that has information will be identified with a bullet point.



2. Users can select to view assignment information, attendance information, or a schedule view for a specific day. To view assignment information, click on *Assignments*.

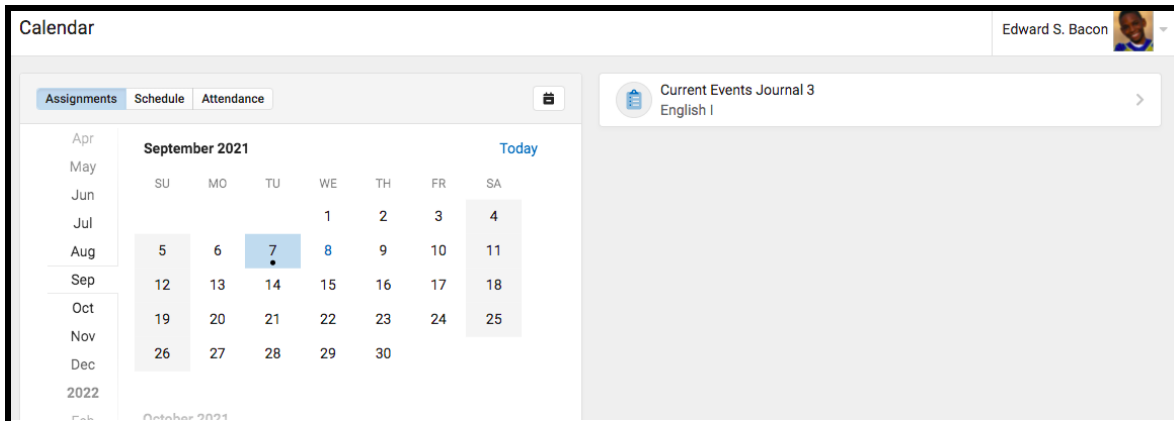


Note: Clicking on “Today” will only display selected data for the current day. Clicking on the calendar icon  will toggle the data between a weekly and daily view.

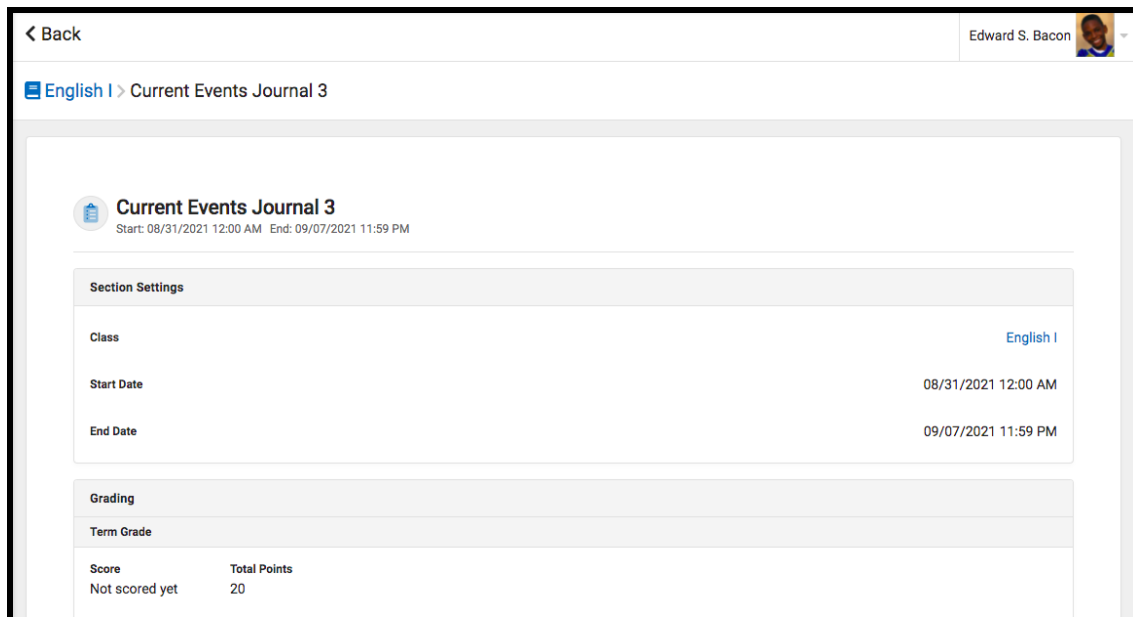
3. The calendar will show the current month. To navigate to a different month, scroll to click on the desired month.



- Click on any date that appears with a bullet point to view assignment information for that date. The assignments will appear to the right of the calendar.



- Click on an assignment to get additional information.

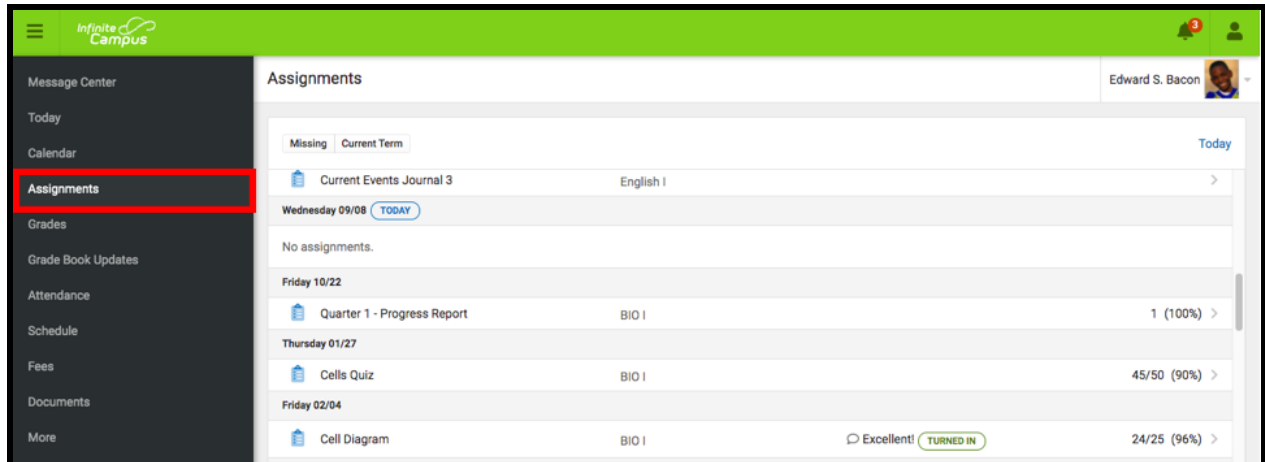


- Repeat this process to view attendance information or schedule information by clicking on *Attendance* or *Schedule* above the calendar.

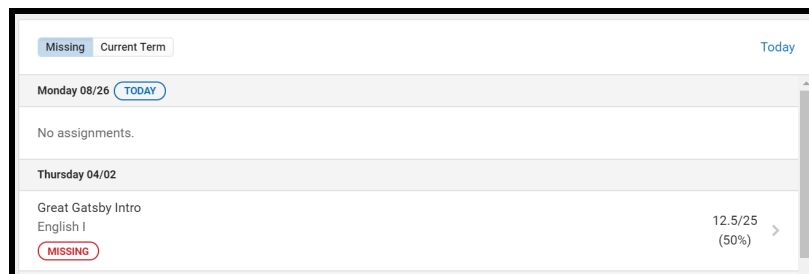
Viewing Assignments in Campus Parent

The Assignments Tool allows users to view all assignments, and filter assignments to view: missing assignments, assignments for the current term, or only assignments for the current day. Parents/guardians can also view score information and comments for individual assignments.

1. On the left hand side of the screen, click on **Assignments**. This will bring you to the Assignments screen.

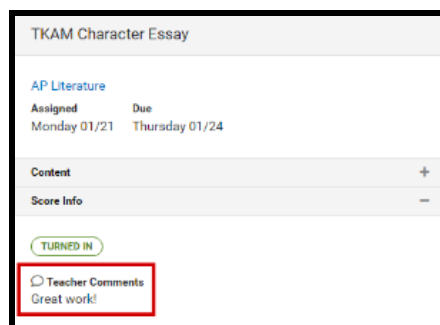


2. The Assignments list will default to show all assignments that have been recorded in their teacher's grade book. This includes both graded and not yet graded assignments. It may also include future assignments, if those have been entered into the grade book.
3. Users can apply filters by clicking on either *Missing*, *Current Term*, or *Today* to view assignments which fall into those categories.



Note: In the image above, the Missing assignment filter has been applied

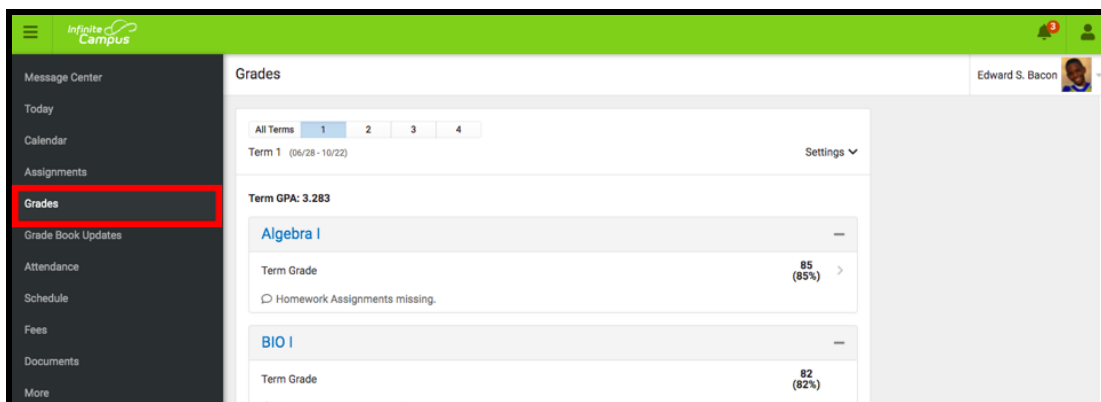
4. Users can click on an assignment name to view more information for that particular assignment. If an assignment includes a comment, the comment will appear beneath the assignment name.



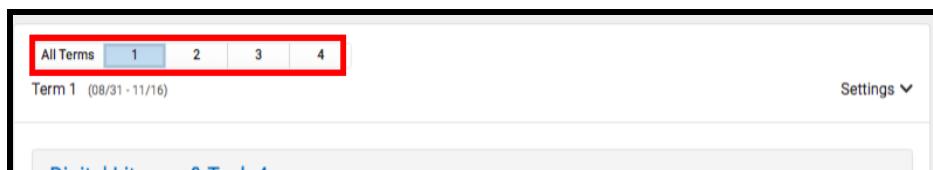
Accessing Grades in Campus Parent

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher. Course grades that are finalized will appear in bold text. Grades that are still In Progress will appear in plain text and will include the phrase “In-progress.”

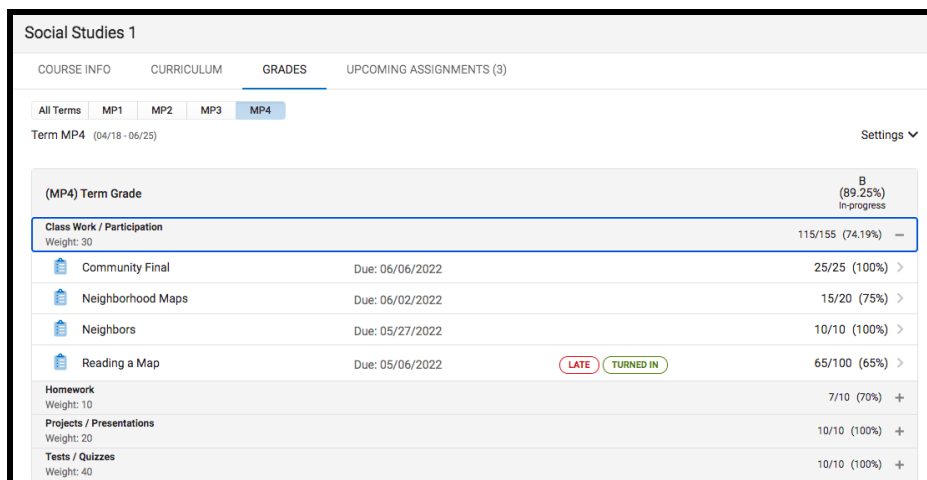
1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.



2. The screen will default to the current marking period. Use the tabs to navigate to previous or future marking periods, if desired. Or, click All Terms to view all term grades at once.



3. Click on a Term Grades to access the Grades tab. View grading categories and assignment details for that marking period. Click a plus sign for a specific category to view the assignments in that category. Click on an assignment to view more in-depth details.



- Click the *Course Info* tab to view course and teacher information, including the teacher's name and email address.

The screenshot shows the 'Course Info' tab for 'Social Studies 1'. The tab is selected and underlined. Below the tab, the following information is displayed:

- Teacher Information**
Martin, Janet
jmartin@email.com
- Course - Section Number**
X1000.1Y - 200
- Period**
Class
- Room**
200
- Team**
200

- Click the *Curriculum* tab to view all graded assignments for that course. Use the Search Section field to search for key terms, like quiz.

The screenshot shows the 'Curriculum' tab for 'Social Studies 1'. The tab is selected and underlined. At the top, there is a 'Search Section' field. Below it, a table displays items in Social Studies 1:

| Item | Start | End |
|----------------|---------------------|---------------------|
| Communities HW | 08/19/2021 12:00 AM | 08/19/2021 11:59 PM |
| SSHW 1 | 09/01/2021 12:00 AM | 09/02/2021 11:59 PM |
| SSHW 2 | 09/08/2021 12:00 AM | 09/09/2021 11:59 PM |
| SS Quiz 1 | 09/13/2021 12:00 AM | 09/13/2021 11:59 PM |
| SSHW 3 | 09/15/2021 12:00 AM | 09/16/2021 11:59 PM |
| SSHW 4 | 09/22/2021 12:00 AM | 09/23/2021 11:59 PM |
| States Quiz | 02/04/2022 12:00 AM | 02/04/2022 11:59 PM |

- Click the *Upcoming Assignments* tab to view any assignments that have been entered in the teacher's gradebook but have a future due date.

Viewing Grade Book Updates

The Grade Book Updates section lists all assignments that have been scored or updated in the last fourteen days.

1. On the left hand side of the screen, click on **Grade Book Updates**. This will bring you to the Grade Book Updates screen.

| Recent Updates | | | |
|---------------------------------|---------------|----------------|------------------|
| Functions | Algebra I | | 8/10 (80%) > |
| Properties of Real Numbers | Algebra I | LATE TURNED IN | 8/10 (80%) > |
| Quadratic Equations | Algebra I | | 90/100 (90%) > |
| Polygons | Algebra I | LATE TURNED IN | 0/100 (0%) > |
| Quarter 1 - Progress Report | BIO I | | 1 (100%) > |
| Britain and the First World War | World History | LATE TURNED IN | 100/100 (100%) > |
| World War II | World History | | 50/100 (50%) > |
| Industrial Revolution | World History | LATE | 100/100 (100%) > |
| Korean War | World History | | 80/100 (80%) > |

2. The screen will list recently updated assignments, including scores, percentages and comments, if indicated by the teacher.

| Recent Updates | | | |
|---------------------------------|---------------|----------------|------------------|
| Functions | Algebra I | | 8/10 (80%) > |
| Properties of Real Numbers | Algebra I | LATE TURNED IN | 8/10 (80%) > |
| Quadratic Equations | Algebra I | | 90/100 (90%) > |
| Polygons | Algebra I | LATE TURNED IN | 0/100 (0%) > |
| Quarter 1 - Progress Report | BIO I | | 1 (100%) > |
| Britain and the First World War | World History | LATE TURNED IN | 100/100 (100%) > |
| World War II | World History | | 50/100 (50%) > |
| Industrial Revolution | World History | LATE | 100/100 (100%) > |
| Korean War | World History | | 80/100 (80%) > |

3. Clicking on any assignment will provide additional information.

My Life Store (Classwork)
Start: 08/31/2021 9:56 AM End: 09/01/2021 8:00 AM

Summary
No content

Section Settings
Class: English 2 Honors
Start Date: 08/31/2021 9:56 AM
End Date: 09/01/2021 8:00 AM

Grading
Teacher Comments
HS Final Grade
Score: 3 (100%) Total Points: 3

4. Clicking on the [blue](#) assignment name in Section Settings will provide users with additional course information, including the teacher's email address for that course.

Algebra I

COURSE INFO

CURRICULUM

GRADES

UPCOMING ASSIGNMENTS (0)

Teacher Information

Bryant, Braylen

(555)555-1234

B.Bryant@email.com

Course - Section Number

2000G.1Y - 101

Periods

Day A: 3, 3/4

Day B: 3, 3/4

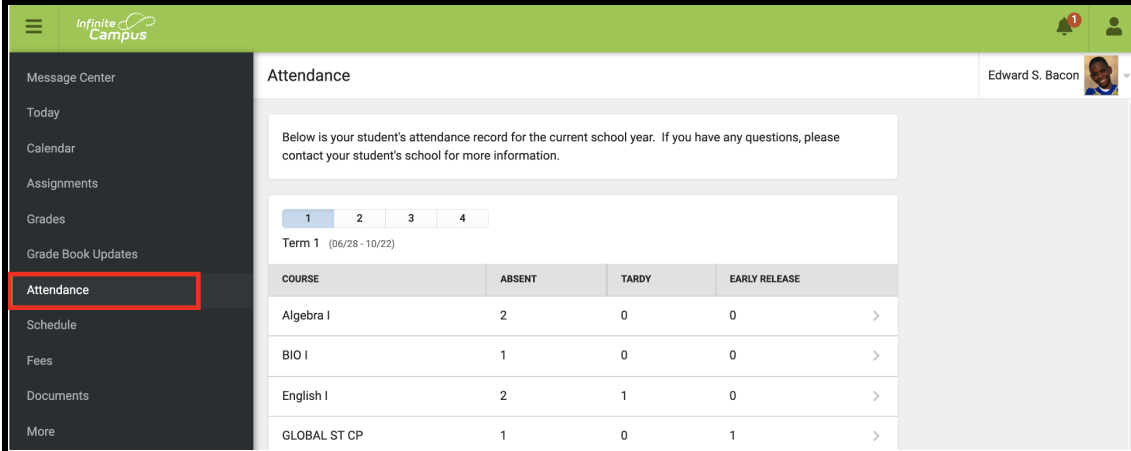
Room

101

Accessing Attendance Data in Campus Parent

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

1. On the left hand side of the screen, click on **Attendance**. This will bring you to the Attendance screen.



Below is your student's attendance record for the current school year. If you have any questions, please contact your student's school for more information.

1 2 3 4

Term 1 (06/28 - 10/22)

| COURSE | ABSENT | TARDY | EARLY RELEASE | |
|--------------|--------|-------|---------------|---|
| Algebra I | 2 | 0 | 0 | > |
| BIO I | 1 | 0 | 0 | > |
| English I | 2 | 1 | 0 | > |
| GLOBAL ST CP | 1 | 0 | 1 | > |

2. The Attendance Tool description includes a link for absence excuse note templates in multiple languages. The options for these templates are included below.

[Absence Excuse Notes – English](#)

[Absence Excuse Notes – Albanian](#)

[Absence Excuse Notes – Arabic](#)

[Absence Excuse Notes – Chinese](#)

[Absence Excuse Notes – French](#)

[Absence Excuse Notes – Khmer](#)

[Absence Excuse Notes – Russian](#)

[Absence Excuse Notes – Spanish](#)

[Absence Excuse Notes – Vietnamese](#)

- Users can view attendance events by marking period. The Summary table includes a count of each absent, tardy and early release included on their record by course. Totals are calculated for each column in the final row.

| 1 (07/01 - 10/25) | | | | < Previous | <input type="radio"/> Current | Next > |
|-------------------|-----------|----------|---------------|------------|-------------------------------|--------|
| COURSE | ABSENT | TARDY | EARLY RELEASE | | | |
| Algebra I | 3 | 0 | 0 | > | | |
| BIO I | 1 | 0 | 0 | > | | |
| English I | 3 | 1 | 0 | > | | |
| GLOBAL ST CP | 1 | 0 | 1 | > | | |
| HEALTH | 0 | 0 | 0 | | | |
| US STUDIES | 2 | 0 | 0 | > | | |
| World History | 2 | 0 | 0 | > | | |
| Totals | 12 | 1 | 1 | | | |

- Clicking on a course will provide greater detail regarding the absence record associated with that class.

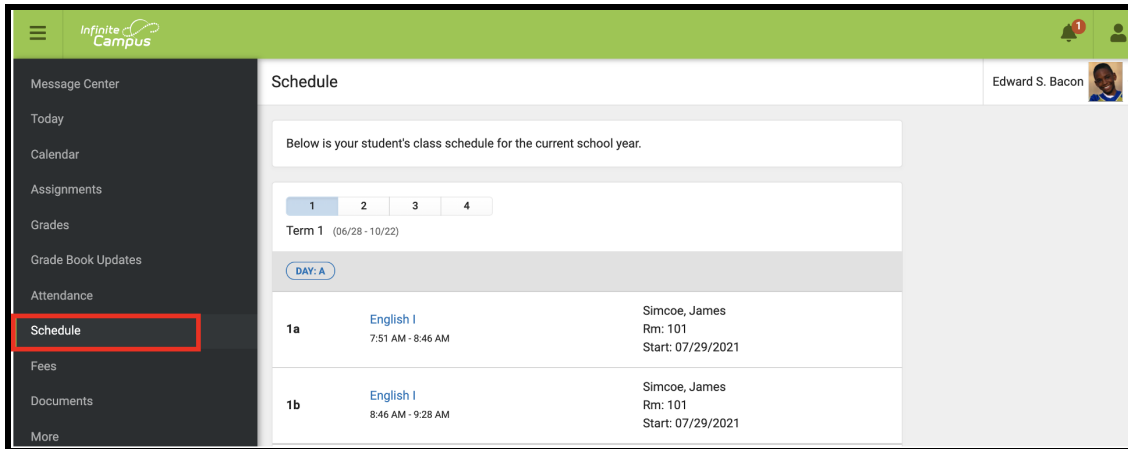
| English I | | |
|----------------------------------------|--------|-----------|
| | ABSENT | TARDY |
| Excused | 0 | 1 |
| Unexcused | 3 | 0 |
| Exempt | 0 | 0 |
| Unknown | 0 | 0 |
| Absences | | |
| Monday 09/23/2019 Unexcused Absence | | UNEXCUSED |
| Friday 09/06/2019 Unexcused Absence | | UNEXCUSED |
| Friday 09/06/2019 Unexcused Absence | | UNEXCUSED |
| Tardies | | |
| Monday 08/19/2019 Excused Lateness | | EXCUSED |

Note: Questions or concerns regarding a student's attendance record should be directed to the school.

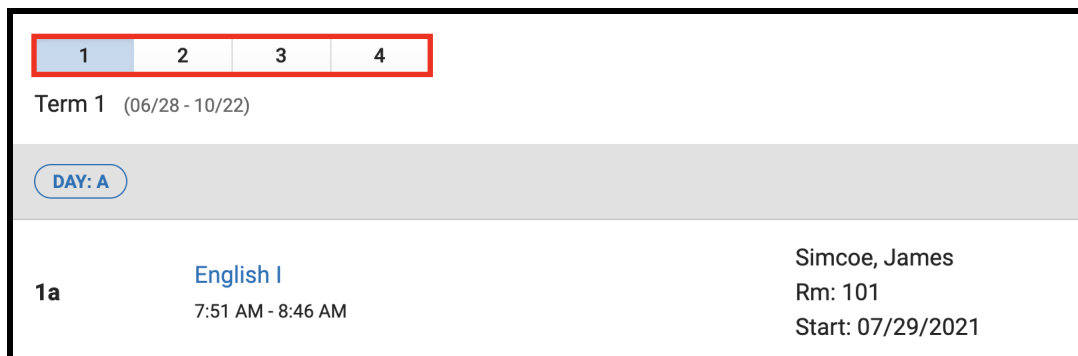
Viewing a Schedule in Campus Parent

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

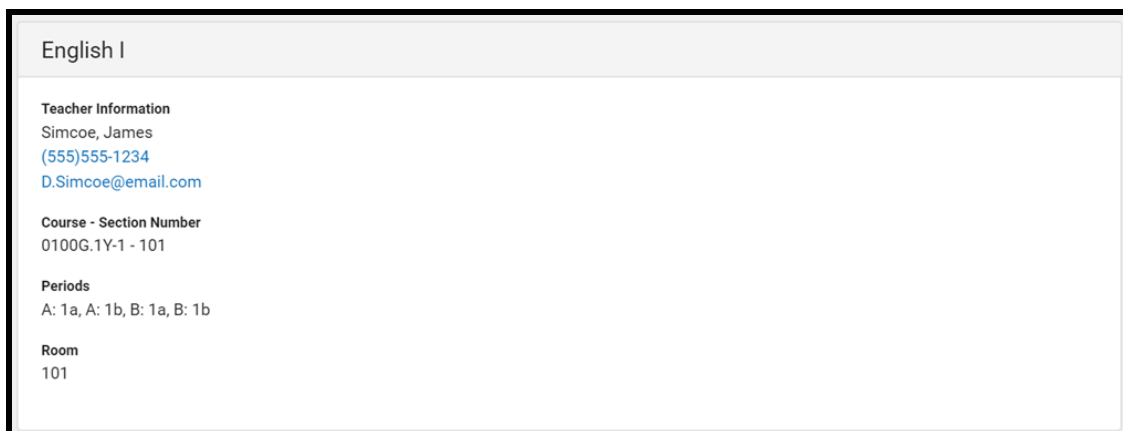
1. On the left hand side of the screen, click on **Schedule**. This will bring you to the Schedule screen.



2. Users can view the schedule by marking period.

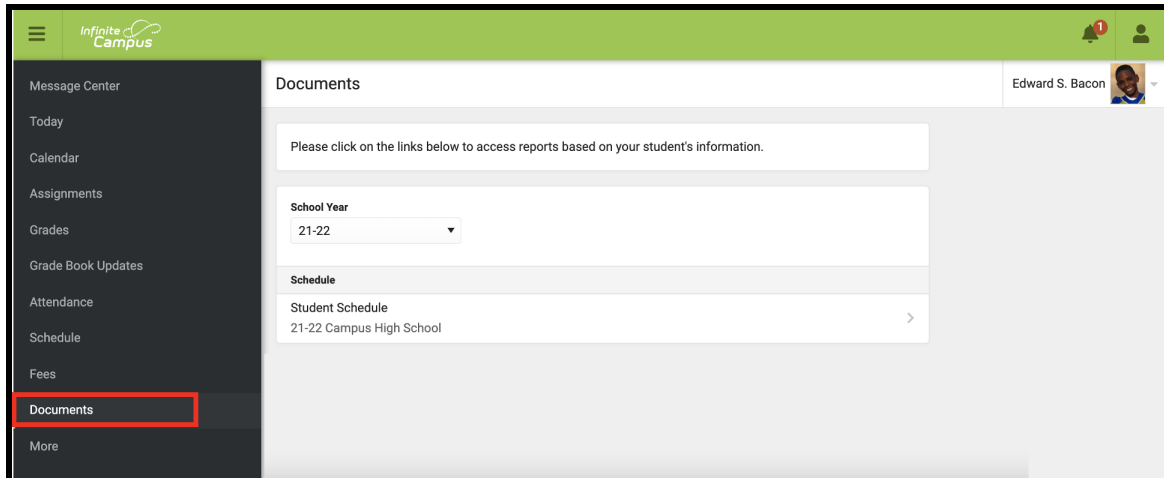


3. Click on any course name to view additional information for that course.



Accessing Documents in Campus Parent

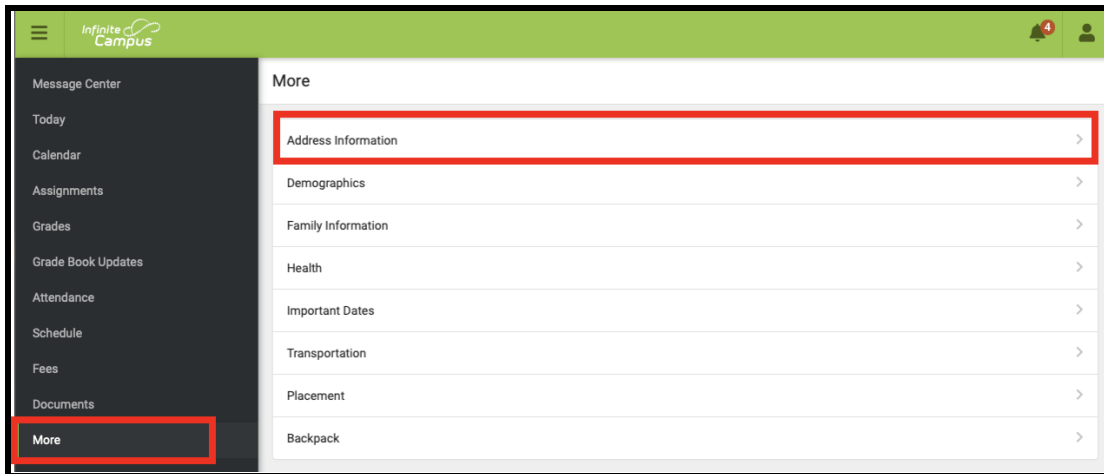
1. On the left hand side of the screen, click on **Documents**. This will bring you to the Documents screen. Currently, the only available Document is a printable version of your student's schedule. Click Student Schedule to view a printable version of the schedule for the selected student.



Viewing Address Information

The Address Information tool allows users to view their Household data in the Student Information System, as well as update their Household phone number through Campus Parent.

1. On the left hand side of the screen, click **More**. Then click **Address Information**.



2. Here, you can view Household information for the student. Users can update the telephone number of the household on this screen. If there is any other information on this screen that needs updating, contact your student's school directly. To update a Household phone number, click **Update**.

A screenshot of the 'Bacon Household' information screen. At the top, it says 'Bacon Household'. Below that, a message states: 'Below is your student's current household information. You may update the telephone number of your household on this screen. If you have any other correction to this information, please contact your student's school directly.' There are two input fields. The first is labeled 'Phone' and contains '(555)123-1234'. To its right is a red-bordered 'Update' button. The second input field is labeled 'Primary (Mailing)' and contains '2251 Edgecomb Rd' and 'Kitson, PA 12345'.

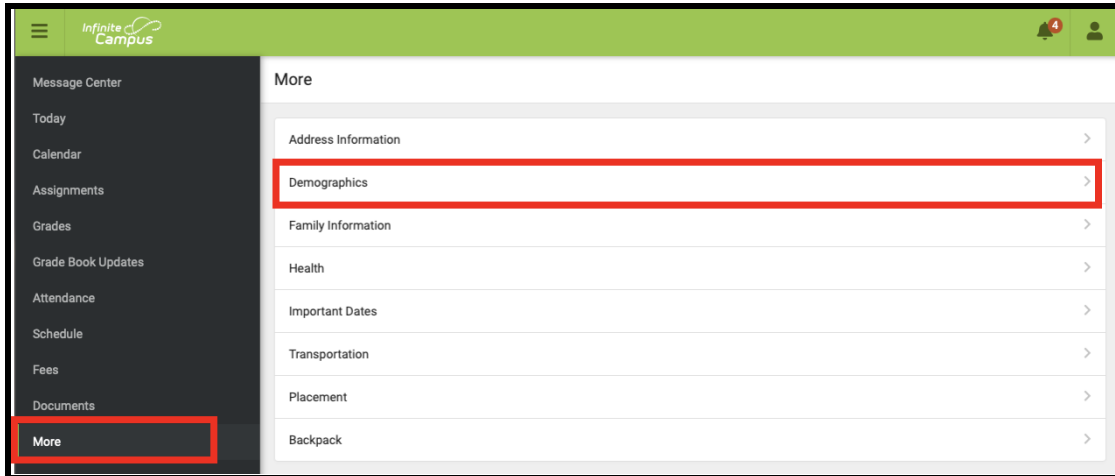
3. After updating the Household Phone Number, click **Update**.

A screenshot of the 'Update Household Phone Number' confirmation screen. At the top, it says 'Update Household Phone Number'. Below that, it says 'You are updating the following phone number:' followed by '(555)123-1234'. There is a 'Phone Number' label and a text input field containing '(215)555-5555'. At the bottom left, there is a red-bordered 'Update' button and a 'Cancel' button.

Viewing Demographic Information

The Demographics tool will display demographic and emergency contact information for the student.

1. On the left hand side of the screen, click **More**. Then, click **Demographics**.



2. The first section of this screen includes demographic information for the selected student. If any information needs to be corrected, contact your student's school directly.

A screenshot of the 'Student Demographics' screen in the Infinite Campus app. At the top left is a '< Back' button. At the top right is the student's name 'Edward S. Bacon' next to a small profile picture. The title 'Student Demographics' is centered. Below the title is a message: 'Below is your student's current demographic information. If you have any corrections to this information, please contact your student's school directly.' The demographic information is displayed in a table-like format:

| | | |
|------------------------------------------|-----------------------|-----------------------------|
| Legal Name Edward S Bacon | | |
| Birthday 12/03/2006 | Gender Male | Hispanic/Latino N |
| Race Black or African American | | |

3. The second section of this screen contains information for your student's identified emergency contacts, known in the system as Non-Household relationships. If any of this information needs to be corrected, contact your student's school directly.

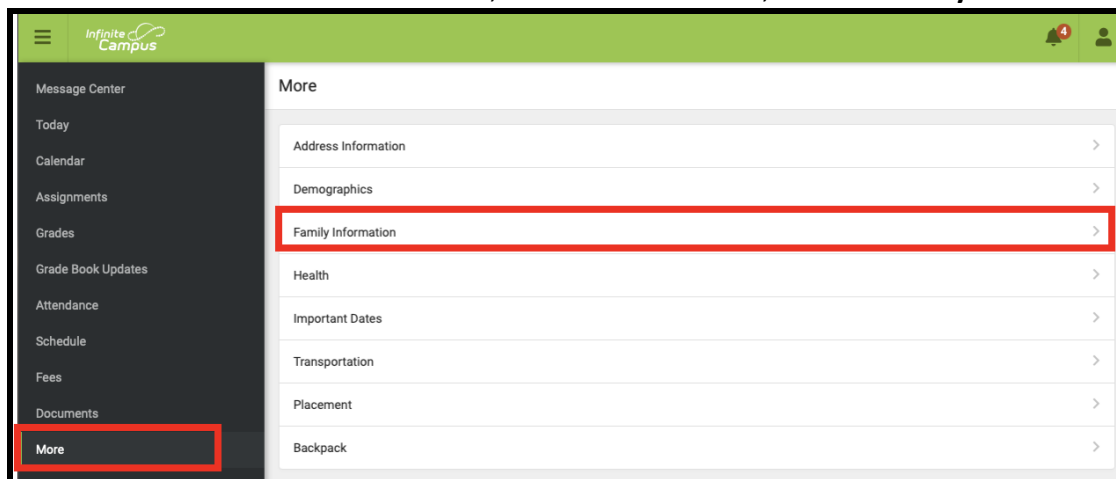
A screenshot of the 'Non-Household Relationships' section of the Infinite Campus app. The title 'Non-Household Relationships' is at the top. Below it is a table with three columns: Relationship, Phone, and Email.

| | | |
|---------------------------------------------------------------------------------|-------------------------------------|-------------------------|
| Relationship Grandparent Alex First Emergency Priority 4 | Phone Cell: (555)555-1234 | Email No data |
| Relationship Family Friend Hillard Leheron Emergency Priority 3 | Phone Cell: (555)555-1234 | Email No data |

Viewing Family Information in Campus Parent

The Family Information tool will display information for each individual in the Household, including names, contact information, and the identified relationship to the student.

1. On the left hand side of the screen, click on **More**. Then, click on **Family Information**.



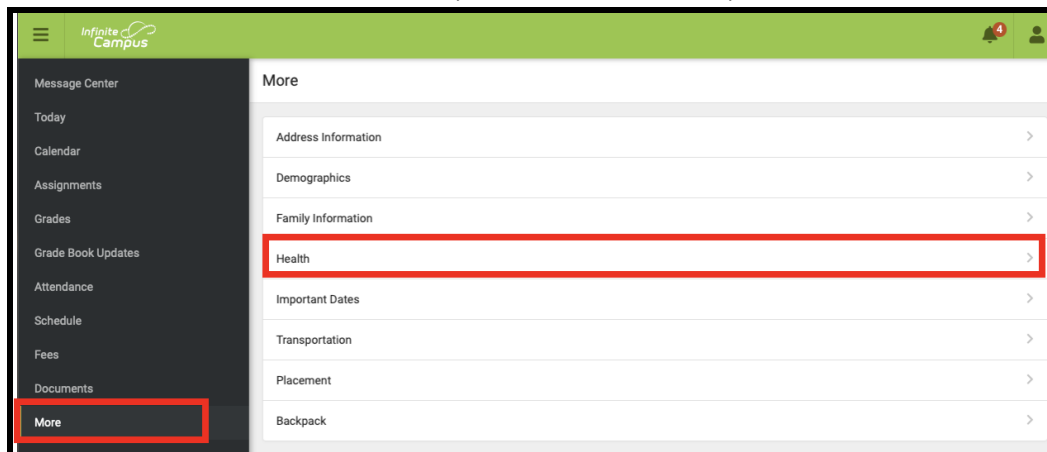
2. On the Family Information screen, you can view your student's current family and relationship information. If you have multiple students, they are all included on this page with their own unique section. If any corrections need to be made to this information, contact the school directly.

| Bacon Information | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------|
| Below is your student's current family and relationship information. If you have any corrections to this information, please contact your student's school directly. | | |
| Edward S Bacon | | |
| Contact Information | | |
| Phone Cell: (555)555-1234 | Email E.Arthur@Kitson.org | |
| Relationships | | |
| Relationship Mother Francine Bacon (Guardian) Emergency Priority 1 | Phone Cell: (555)555-1234 Work: (555)555-555x1234 Other: (555)555-6789 | Email F.Bacon@email.com |
| Relationship Father James Bacon (Guardian) Emergency Priority 2 | Phone Cell: (555)555-1234 Work: (555)555-1234 Other: (555)555-6789 | Email C.Bacon@email.com |
| Relationship Sibling Tony R Bacon | Phone Cell: (555)555-1234 | Email TBacon@Kitson.org |
| Relationship Sibling Aya Bacon | Phone No data | Email No data |

Viewing Health Information in Campus Parent

The Health Tool will show the immunization record for that student.

1. On the left hand side of the screen, click on **More**. Then, click on **Health**.



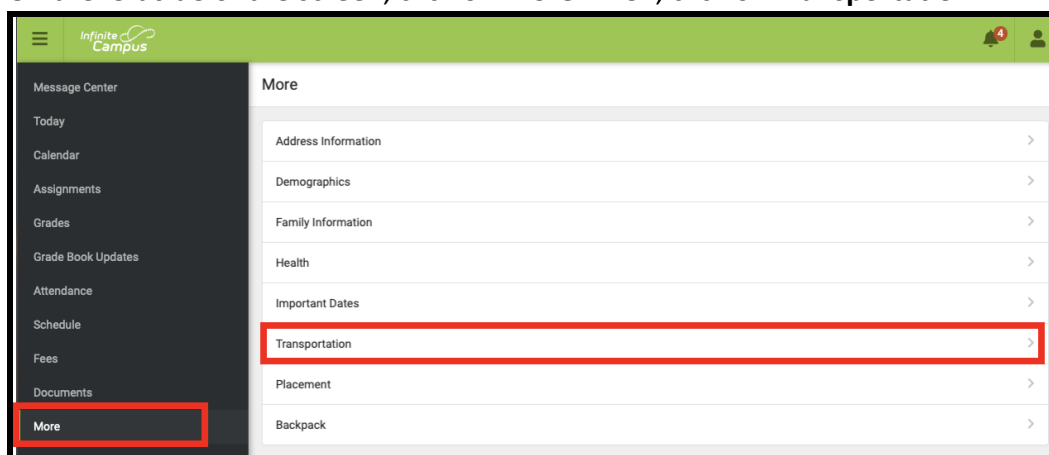
2. This will bring you to the Health screen. On this screen you can view your student's immunization record.

| Immunizations | | |
|----------------------------------------------------|-------------------|----------------------------------------------------------------------------------|
| VACCINE | COMPLIANCE STATUS | DOSES |
| Diphtheria-tetanus-pertussis, combined [DTaP, DTP] | COMPLIANT | 07/13/2006 09/22/2006 12/15/2006 09/27/2007 01/14/2011 08/09/2016 |
| Hepatitis B [Hep B] | COMPLIANT | 05/18/2006 07/13/2006 12/15/2006 |
| Measles-Mumps Rubella [MMR] | COMPLIANT | 05/18/2007 05/21/2010 |
| Meningococcal | COMPLIANT | 09/15/2017 |
| Polio [IPV, OPV] | COMPLIANT | 07/13/2006 09/22/2006 12/15/2006 01/14/2011 |
| Tetanus, Diphtheria and Acellular Pertussis [Tdap] | COMPLIANT | 05/11/2017 |
| Varicella | COMPLIANT | 05/18/2007 |

Viewing Transportation Information in Campus Parent

The Transportation Tool will show the student's transportation record.

1. On the left side of the screen, click on **More**. Then, click on **Transportation**.



2. Here, you can view the student's transportation details. A description of the information included on the Transportation section will appear at the top. The student's current method of transportation will be displayed. District Transportation services include: *Vehicle (Bus/Cab), Transpass, or Ineligible (No Service Assigned)*.

Transportation

Transportation Definitions
In Bus: Type of transportation assigned. Possible options are:

- Vehicle (for example, bus)
- Transpass
- Ineligible (Indicates the student is not eligible for transportation)

In Time: The time the student is picked up by the vehicle
In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main)
Route Number: Route name/number of vehicle (e.g. Route 2446 AM)
Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)

If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.

Viewing Vehicle Information

1. If a student's method of transportation is a **Vehicle** (Cab/Bus), the Campus Parent will display the Route information under **Bus Detail**. Blank fields are not being used at this time.

Bus Detail

To School
 Bus: Vehicle
 Time: 8:45 AM
 Stop: N 3RD ST / ARCH ST

2. The **Other Transportation Information** section will show the *Route Number* and *Depot* (Garage Name).

| |
|-----------------------------------------------------|
| Additional Information |
| Route Number 0930 AM |
| Depot BROAD STREET GARAGE |
| Contact Phone 215-400-4350 |
| Contact Email transoperations@philasd.org |

NOTE: Any changes made to a student's method of transportation in the Compass Transportation System will be reflected in the Parent & Family Portal the next day.

Viewing Transpass Information

1. If a student's method of transportation is **Transpass**, the Campus Parent will display the following:

| |
|------------------------------------------------------|
| Bus Detail |
| To School Bus: Transpass Time: Stop: |

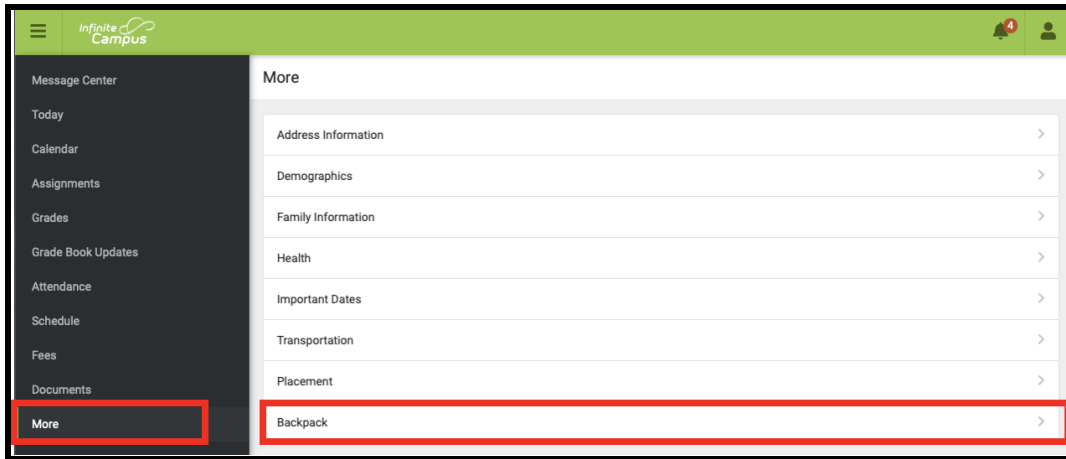
Viewing Ineligible Information

1. If a student's method of transportation is **Ineligible**, the Campus Parent will display the following:

| |
|-------------------------------------------------------|
| Bus Detail |
| To School Bus: Ineligible Time: Stop: |

Viewing the Report Card and FERPA in Backpack

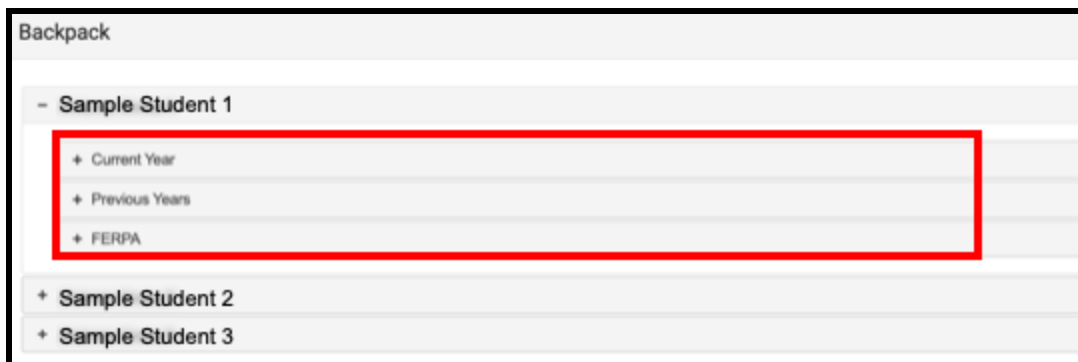
1. On the left side of the screen, click on **More**. Then, click on **Backpack**.



2. You should see a section for each student that your **Campus Parent** account is associated with. Click on the plus sign next to a student's name to expand their section.



3. Beneath the student's name, you will see subheadings. Click on the plus sign next to a subheading to access documents.
 - a. *Current Year* - Check and Reflect and Report Cards for current year
 - b. *Previous Years* - Check and Reflect and Report Cards for previous years
 - c. *FERPA* - documents protecting student privacy



4. When you open a subheading, you will see a table with three columns - *Document Name*, *Published Date*, and *Acknowledged*.

Backpack

- Sample Student 1

- Current Year

| Document Name | Published Date | Acknowledged |
|------------------------------------|----------------------|--------------|
| 21-22 Check and Reflect 03/18/2022 | Mar 19, 2022 1:10 AM | - |
| 21-22 Check and Reflect 03/25/2022 | Mar 12, 2022 2:51 AM | - |
| 21-22 HS Report Card | Mar 5, 2022 7:45 AM | - |

Backpack

- Sample Student 1

+ Current Year

+ Previous Years

- FERPA

| Document Name | Published Date | Acknowledged |
|------------------------------------------------------------------------------------|----------------------|--------------|
| Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information | Mar 18, 2022 2:50 PM | - |
| Notification of Rights under FERPA for Elementary and Secondary School | Mar 18, 2022 2:34 PM | - |
| Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) | Mar 18, 2022 2:54 PM | - |
| Release of Directory Information Opt-Out Form | Mar 18, 2022 2:44 PM | - |


Note: The Published Date column will include a timestamp for when the document was last generated by the system. The Acknowledged column is not utilized by the District at this time.

5. When you click on a document, it will generate in a new window. In the upper right side of this window, you may notice the following icons.
- **Full size screen icon:** The icon with arrows pointing in four different directions will toggle the view to a full screen view.
 - **Printing icon:** Users can begin the process to print the Report Card by clicking on the Printer icon.
 - **Download icon:** The icon of a piece of paper with a downward pointing arrow will allow the user to save the Report Card.



Sample Report Cards

High School Sample Report Card


**THE SCHOOL DISTRICT OF
PHILADELPHIA**

Term 4: 06/12/2020 - 06/12/2021

| Subject/Teacher | Grades | | | Final Grade | Credit Earned | Comments | Period Cuts | Late |
|------------------|--------|-----|-----|-------------|---------------|----------|-------------|------|
| | 1st | 2nd | 3rd | | | | | |
| English 1 | 93 | 85 | 88 | 89 | 1.0 | | 0 | 2 |
| World History | 90 | 85 | 86 | 88 | 1.0 | | 0 | 1 |
| Algebra 1 | 93 | 86 | 89 | 90 | 1.0 | | 0 | 1 |
| Biology | 90 | 80 | 90 | 86 | 1.0 | | 0 | 0 |
| Spanish 1 | 82 | 82 | 82 | 82 | 1.0 | | 3 | 0 |
| Visual Arts 1 | 98 | 95 | 90 | 97 | 1.0 | | 0 | 2 |
| Seminar Freshman | 100 | 100 | | 100 | 0.3 | | 2 | 2 |

| Attendance - Total Days YTD | | | | Grading Scale | | | |
|-------------------------------|------|------|-------|------------------|---------|---------------------|--|
| 47 | 91 | 160 | 161 | A+ 100-97 | A 96-93 | A- 92-90 | |
| Days Present YTD | 47.0 | 89.0 | 120.0 | B+ 89-87 | B 86-83 | B- 82-80 | |
| Days Absent YTD | 0.0 | 1.0 | 1.0 | C+ 79-77 | C 76-73 | C- 72-70 | |
| Unexcused Absences (of Total) | 0.0 | 0.0 | 0.0 | D+ 69-67 | D 66-63 | D- 62-60 | |
| Times Late YTD | 0.0 | 0.0 | 0.0 | F - less than 60 | | | |
| | | | | I - Incomplete | | N/A - Not Scheduled | |

| Cumulative GPA | |
|----------------|--|
| Weighted | |
| Unweighted | |

| Category | Earned | Required |
|----------------|--------|----------|
| English | -- | 4.00 |
| Social Studies | -- | 4.00 |
| Mathematics | -- | 3.00 |
| Science | -- | 3.00 |
| Math/Sci/AP/IB | -- | 1.00 |

| Category | Earned | Required |
|-------------------|--------|--------------|
| World Language | -- | 2.00 |
| Health | -- | 0.50 |
| Physical Ed | -- | 1.00 |
| Arts / Humanities | -- | 2.00 |
| Electives | -- | 3.00 |
| Total | -- | 23.50 |

| Promotion Policy | |
|------------------|---------|
| Grade | Credits |
| 9th | 0-4.5 |
| 10th | 5-10.5 |
| 11th | 11-17 |
| 12th | 17.5+ |