Campus Parent and Student Portal

Infinite Campus – Parent and Student Portal is the Fulton County Schools system to connect parents and students to student information. This document is designed to give you details on all the resources available in the portal. Click the topic that you need more information on to go to the section. All parents must register to begin accessing Campus Parent. Students have access through ClassLink.

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ACCESS

- If you are a current parent and had a Campus Portal account previously in Fulton County, nothing needs to be done. Your prior account will continue to work if your student is an active student.
- If you are a current parent and need to add a new student to your profile, complete the Online Registration found in the section "More"
- Parents new to Fulton County can register one of two ways, 1) From an email they receive within 24 hours of registration or 2) By requesting a registration email from the Fulton County Parent Portal page.

New Parent User Registration

- From the FCS website, click on the icon Campus Portal

- Click on the link – Infinite Campus Parent Portal Activation and enter the email address that is on file with Fulton County Schools.
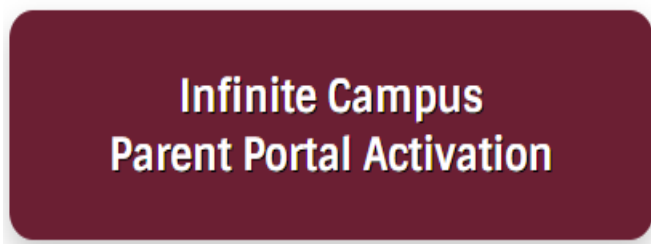

- Once you receive an email to enroll in Campus Parent, click on the link provided.
  - The email will come from InfiniteCampus@fultonschools.org.
  - If you are using a Gmail account, you will need to check both your Spam and Junk folders.
- To register a Fulton County student, you must provide the following information:

- After registering, you will then create your username and password.

- The first time you sign in, a recovery email address will be requested. This is the email address that will be used if you forget your username or password.

- The Campus Password is the same password that was created on the previous screen.

Logging In
Parents: Go to www.fultonschools.org. Select the Campus Portal icon in the middle of the page:
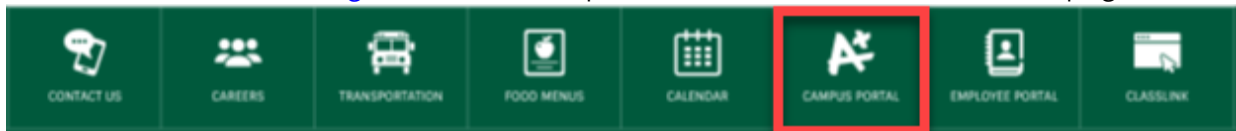
From the Campus Portal Landing Page, click the Enter the Infinite Campus Parent Portal button
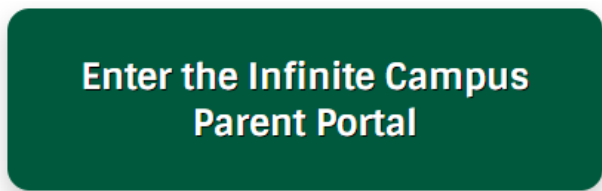
- You can log into Campus Parent via the Web or by downloading the App to a smartphone.
- Enter the username and password you created.

Fulton County

Parent Username

Password

Log In

Forgot Password? Forgot Username? Help

Log In to Campus Student

—— or ——

New User?

Infinite Campus Mobile Apps
can be downloaded through
the Apple App Store or
Google Play Store

Available on the App Store

GET IT ON Google play

*The Campus Parent account must first be set up on a computer prior to downloading and logging into the App.

Students: Go to www.fultonschools.org. Select the Classlink icon in the middle of the page:

| CONTACT US | CAREERS | TRANSPORTATION | FOOD MENUS | CALENDAR | CAMPUS PORTAL | EMPLOYEE PORTAL | CLASSLINK |

Enter your FCS log in credentials to access Classlink

Sign in to ClassLink

Username
200412345

Password
••••••••

Sign In

Click the FCS Apps and click on the Infinite Campus - Student Icon

FCS Apps

Infinite Campus - Student
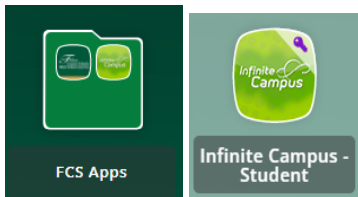
Symbols & Icons

➢ When on the web, Campus Portal, select the icon ☰ to collapse the menu on the left side of the screen.
➢ Select the desired student (if you have more than one)

➢ To view any notifications or messages, select the bell 🔔²
➢ To review account settings, select the person icon 👤
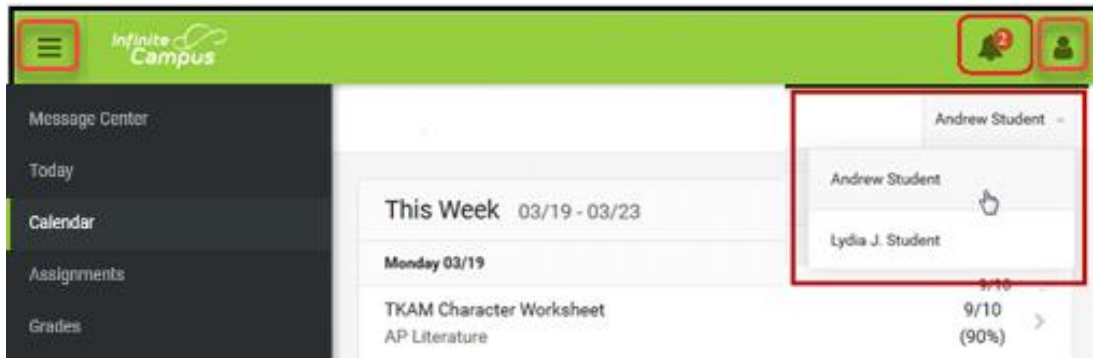
Settings

Access account settings by clicking on the person icon and selecting "Settings"
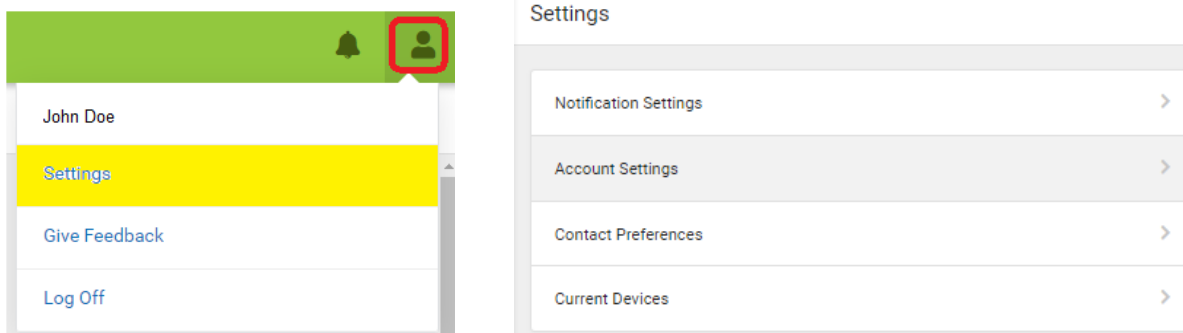
Notification Settings

Allows the users to opt out of receiving specific kinds of notifications, establish thresholds, and set limits. Click the arrows to change the threshold or click and drag the dot.
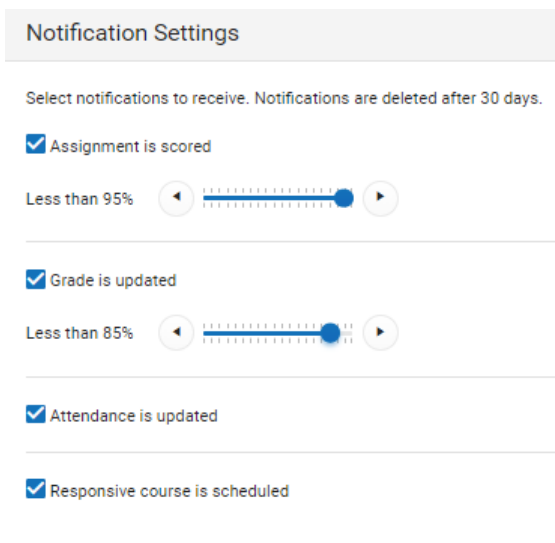
Account Settings

Account settings allows a user to update their security email and password. The Account Security Email is the email used if a user forgets their username or password. This was completed when you created your Campus Portal account.

Passwords can be modified by clicking update. Strong passwords are enforced. Passwords should have a minimum of 8 characters and at least one character must be a number. Do not use special characters (i.e. @, #, $, %,!)

Contact Preferences

Manage your contact preference by selecting the desired language, when you receive messages, and how you receive that message (phone call, email, or text message). Messages can be sent about priority, general information, attendance, teacher communication, behavior, and emergency. *Currently messages are only being sent via email.* If changes are needed for email or phone, make them in the Family Information section under More.

Current Devices

This will show what mobile devices have been linked to your account.

Message Center

The Message Center includes announcements that are posted by the school or district level. Click Show More to display additional text for longer announcements.

The Inbox displays messages sent to the parent, including those from teachers. They may contain valuable information about possible field trips, assignments, school announcements and assemblies. Please check regularly and delete when read. Click on the > to expand the information.
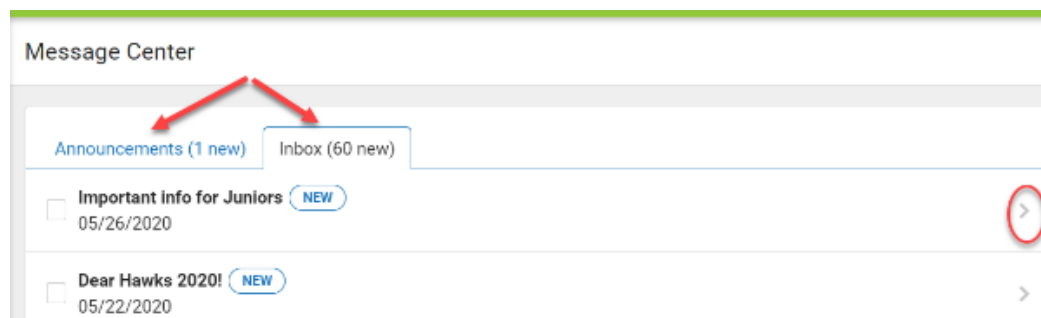
Today

The Today view shows the selected student's schedule for the current day, any assignments due today or tomorrow and any documents needing attention if applicable. The schedule shows the courses, time of day, teachers name and room number.

Calendar

The Calendar displays data for *Assignments, Schedule*, and *Attendance*. Dots below dates in assignments or attendance have data. Click on the date to expand the information.
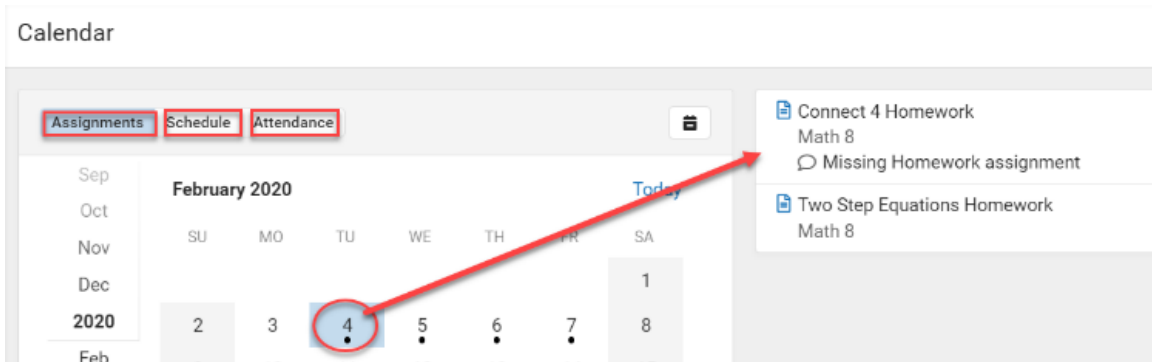
Assignments

The Assignments tool lists all assignments for the student for the entire school year. The subject, comments and grades are listed. Click specific assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.
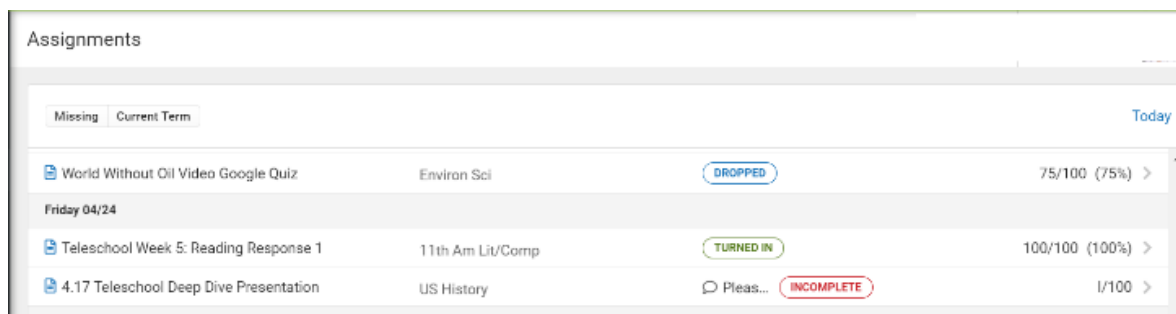
Grades

The Grades tool shows all the grades earned by the selected student for all tasks. Term grades are posted in bold, with In-Progress grades indicated as "In-progress."

Clicking on > next to the grade will display the assignments that make up the specific grade.
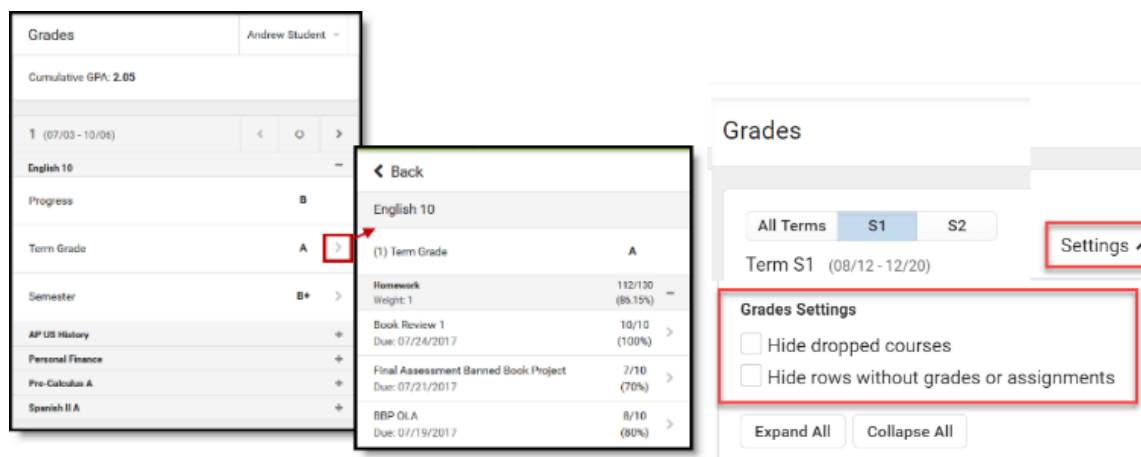
Click settings to hide dropped courses or courses without grades or assignments

Gradebook Update

Grade Book Updates lists all the assignments that have been scored or updated in the last 14 days. These are listed in the order the teacher updated the gradebook, not by due date.

Attendance

9

The Attendance tool lists the absences and tardy for those periods that took attendance. Navigate between terms using the options at the top. To view details, click on a specific period. On the detail view, absences and tardy are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardy listed below.

S1	S2			

Term S2 (01/04/2022 - 05/26/2022)

COURSE	ABSENT	TARDY	EARLY RELEASE	
	0	0	0	
Advisement 10-19	0	0	0	
Chemistry	2	0	1	>
Culinary Arts 1	3	0	0	>
Flex/Student Success Skills	0	0	0	
GSE Algebra II H	1	1	0	>
Intro Healthcare Sci	3	0	0	>
Prin Account 1	1	0	0	>
World Lit/Comp H	2	1	0	>
Totals	12	2	1	

Chemistry
Period Totals

	ABSENT	TARDY	EARLY RELEASE
Excused	2	0	1
Unexcused	0	0	0
Exempt	0	0	0
Unknown	0	0	0

Absences

7	Friday 01/28/2022 Illness ⌕ pn rec. 1/31	EXCUSED
7	Tuesday 01/11/2022 Illness ⌕ dr. note rec. 1/12	EXCUSED

Early Releases

7	Monday 01/31/2022 Early Checkout Excused ⌕ check out 1:57 w/parent, dr. appt	EXCUSED

Schedule

The Schedule tool shows the student's schedule by day (including block scheduling), term/semester and whole year. Each schedule includes the times of the periods, with the teacher's name and room assigned. Filter by semester.

Fees

The Fees tab lists all transactions that have been assigned to a person, including all payments, adjustments, balance, and existing surplus.

How to Pay Fees

Step 1:	Open Campus Student/Parent Portal
Step 2:	Click on Fees
Step 3:	Add Items to Cart
Step 4:	View Cart
Step 5:	Add Payment Method
Step 6:	Enter Email and Submit Payment
Step 7:	Confirm Payment
Step 8:	My Account Feature

Step 1: Open Campus Student/Parent Portal

Step 2: Select Fees to see your pending charges for your approved classes

Step 3: Fees that have been assigned to student will display. Choose which student (if multiple), School Year and Type you want to view. <mark>Default will display all for the current year and unpaid.</mark> Choose the Items you want to Pay for by clicking the Add to Cart button.

Step 4: Items will show the number you have in your cart. Click on My Cart to view and pay for the items. You can also set up your Payment Method here.

Step 5: Click on the Add Payment Method button and fill out the information on the side panel that displays.

Step 6: Enter the Email Address for Receipt and Click on Submit Payment for the items you want to pay for.

STORE ITEMS	NAME	QUANTITY	AMOUNT
		1	Remove

Payment Method
○ echeck

Add Payment Method

Subtotal:
Service Fee:
Total:

Email Address for Receipt

Submit Payment

Step 7: Confirm payment amount and click Yes if correct.

Confirm Payment ✕

Do you want to submit this payment of $?

Yes   No

Step 8: You can also set up Payment method, view payment history, recurring payments, and optional payments (if applicable) from the My Accounts.

Back | Manage Accounts

Payment Methods	>
Payment History	>
Recurring Payments	>
Optional Payments	>

0
Items in Cart
$0.00

🛒 My Cart

💼 My Accounts

Documents

The Documents tool allows user to access a PDF of any document shared with them. From here parents and students can access schedules, report cards, progress reports and unofficial transcripts for the specified student. If the student is in Special Education, the IEP/Eligibility should be available. Documents that require action, i.e., TAG eligibility, Withdrawal Form, Code of Conduct, FRL Consent, Counseling forms, etc., are also available in the Documents tool. When using a smartphone, check your settings to allow PDF documents.

How to View/Print Documents

Step 1:	Open Campus Student/Parent Portal
Step 2:	Click on Documents
Step 3:	Select the desired document you with to view or print

Step 1: Open Campus Student/Parent Portal

Step 2: At the Campus portal landing page, click Documents in the left menu,
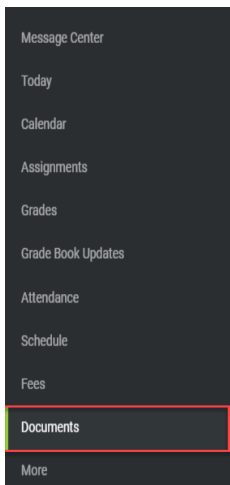
Step 3: Select the desired student if more than one and click the arrow next to the document to generate the PDF.

How to Sign Documents

Step 1:	Log in to Campus Student/Parent Portal
Step 2:	Click on Documents
Step 3:	Select the document you need to approve or sign
Step 4:	Click on the arrow to open and complete all fields that require information.
Step 5:	Click in the signature box and select SIGN or DECLINE.

Step 1: Open Campus Student/Parent Portal

Step 2: At the Campus portal landing page, click Documents in the left menu,

Step 3: Look for the document you need to approve or sign, it will be noted with "Needs Attention".

Step 4: Click on the arrow to open and complete all fields that require information.

Step 5: Click in the signature box and select **SIGN or DECLINE**.
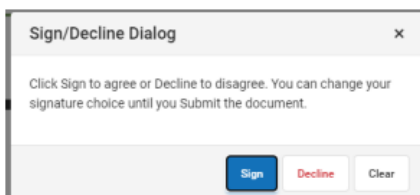
Step 5a: Sign

By completing the Sign and Submit, you agree as outlined on the form. Your signature and date will appear on the form.

Step 5b: Decline

By declining, you are *NOT* agreeing to the request as described on the form. The word DECLINED will appear with the date.

If you have declined and pressed the SUBMIT button, please confirm your selection.
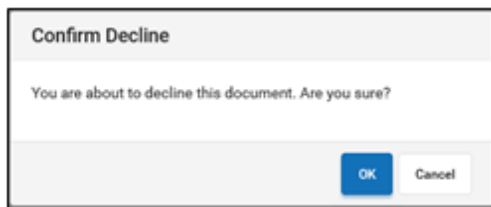
Note: If you have multiple students, you must complete a separate form for each student.

Academic Plan

The Academic Plan (for high school students) displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.

Step 1:	Log in to Campus Student/Parent Portal
Step 2:	Select Academic Plan
Step 3:	Select Post Grad Location and Post Gran Plans
Step 4:	Select Desired Report
Step 5:	Print Progress Report

Step 1: Open Campus Student/Parent Portal

Step 2: Select Academic Plan from the menu - If you have multiple students and no plan appears, change the student profile to the desired High School student.
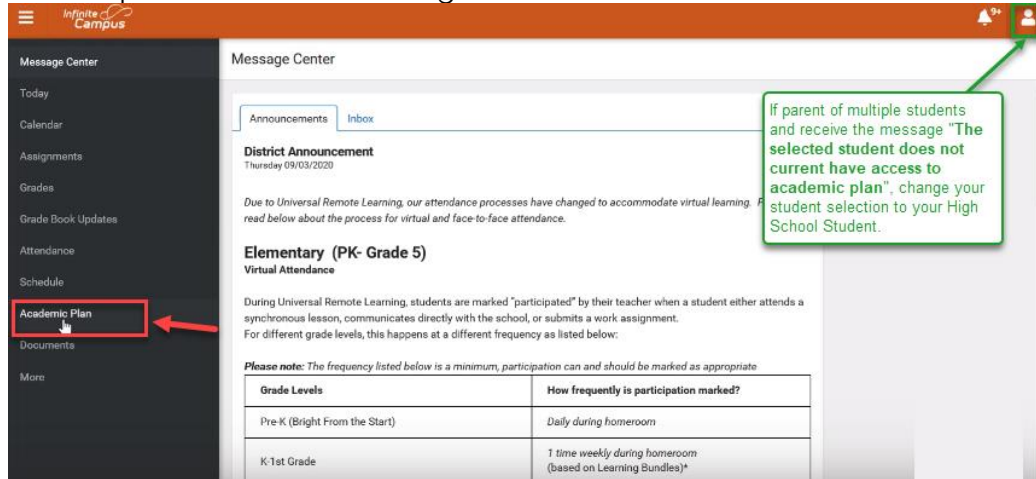
Step 3: Select Post Grad Location and Post Gran Plans

Location - Select In-State or Out-of-State based on where the student will go after graduation. If not sure, choose In-State
Plans – Select the projected location for post-graduation. If not sure, select Four Year Public. Select Next
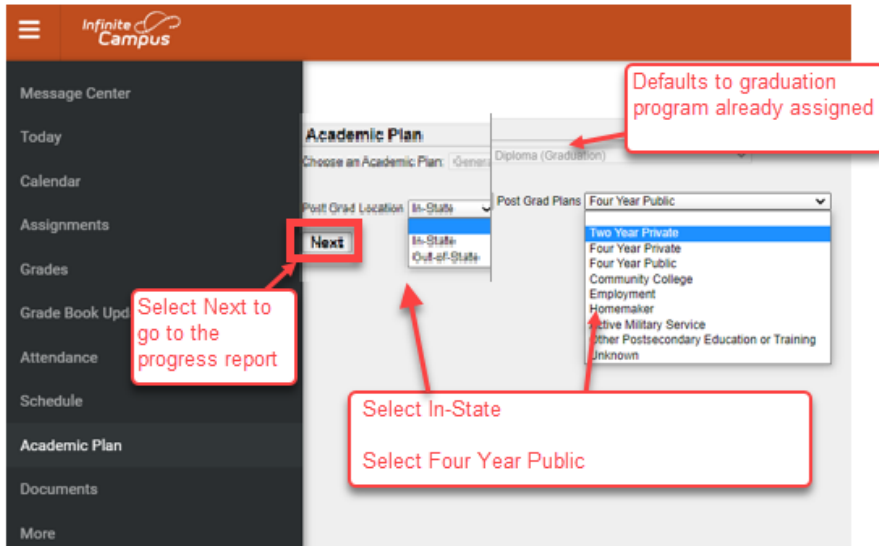
Step 4: Academic Plan Page – Select the desired report
        Course Plan Report – Similar print out of the page seen on this screen
        Progress Report – Detailed view of credit type, course requirements, and compound requirements
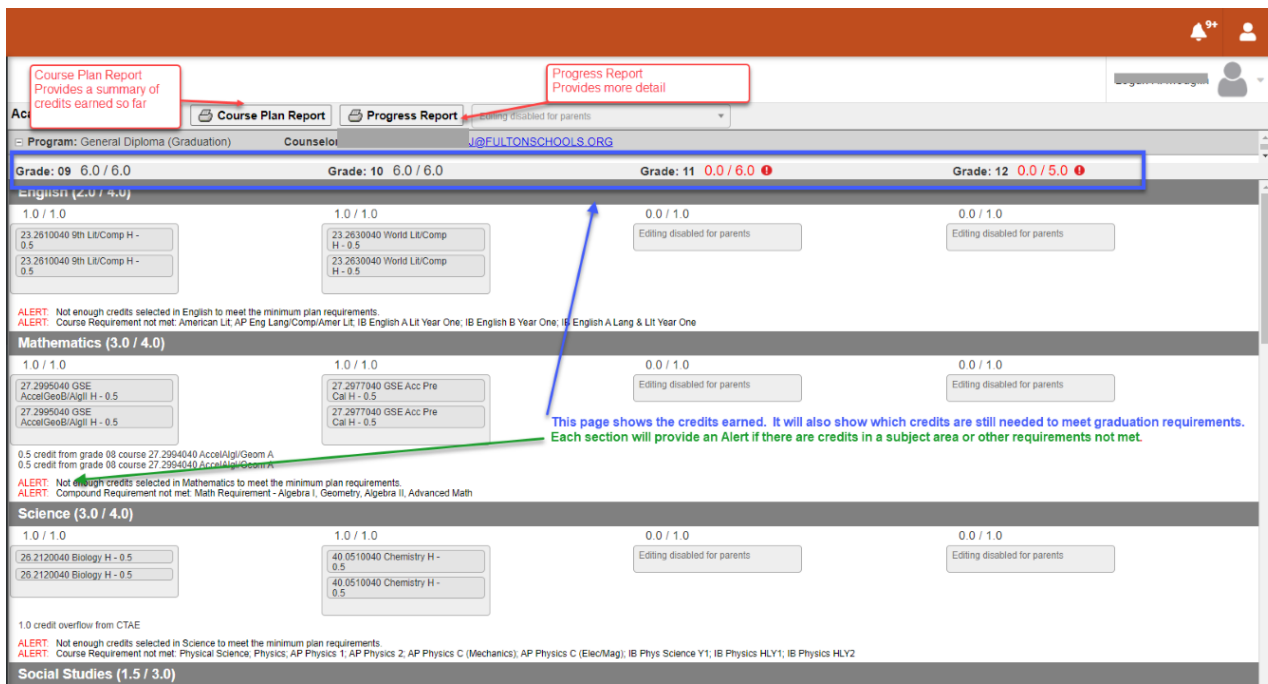
Step 5: Print Progress Report

Select Progress Report, then select Report Type and Report Format and then Generate
- Type options include Summary or Detail
- Format options include PDF or Document
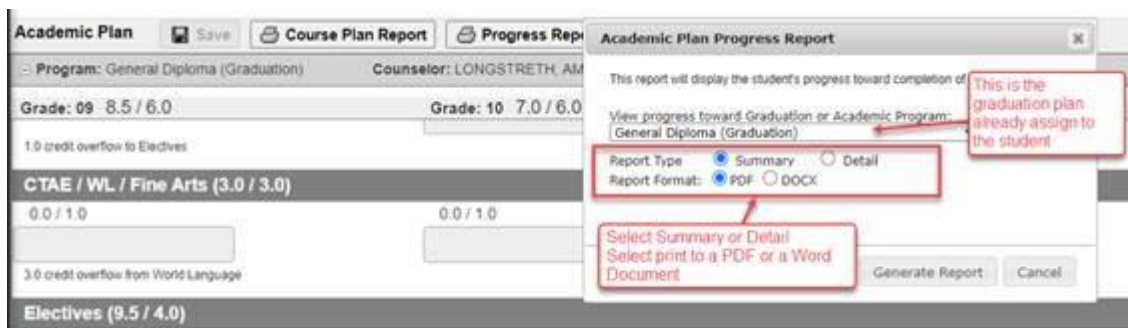
Note: The report will open in a separate window.

Summary of Academic Plan Progress Report

When viewing the Academic Progress of a student, the following should be noted
1. The **Credit Type** section lists the credits a student earned in a specific content area. This section is noting the credits earned.
2. The **Course Requirements** section shows whether a student has taken, passed, or is planned to take the specific course requirements needed to graduate.
3. A student can be highlighted in green in the Credit Type section but red in the Course Requirement section. It is important that students are highlighted green in **both** sections which indicates that they have met **both** the credit and course requirements needed to graduate.

Credit Type
Count of how many credits have been earned in each grade level in each content area

Lists credit earned verses credit required

Credit Status
ER - Earned Credits
IP - In Progress
PL - Planned

Alpharetta High School (0200)
3595 Webb Bridge Road, Alpharetta GA 30005
Generated on 10/22/2020 10:38:01 AM Page 1 of 1

Grade: 11 Student Number: 1********0
Program: General Diploma (Graduation)
Counselor: WONDER, STEVIE

* Asterisks indicate student does not meet requirement

Credit Type	08	09	10	11	12	ER	IP	PL	Overflow	Total
English		1.0/1.0	1.0/1.0	1.0/1.0	0.5/1.0	2.0	1.0	0.5		*3.5/4.0
Mathematics	1.0/0.0	1.0/1.0	1.0/1.0	1.0/1.0	1.0/1.0	3.0	1.0	1.0	-1.0	4.0/4.0
Science		1.0/1.0	0.5/1.0	0.0/1.0	1.0/1.0	1.5		1.0	1.0	*3.5/4.0
Social Studies		0.5/0.5	1.0/1.0	1.0/1.0	0.5/0.5	1.5	1.0	0.5		3.0/3.0
Health/Personal Fitness		0.5/1.0			0.5/0.0	0.5		0.5		1.0/1.0
CTAE				1.0/0.0		0.0	1.0		-1.0	0.0/0.0
World Language	1.0/0.0	1.0/0.0	1.0/0.0			3.0			-3.0	0.0/0.0
Fine Arts		1.0/0.0	1.0/0.0	2.0/0.0	1.0/0.0	2.0	2.0	1.0	-5.0	0.0/0.0
CTAE / WL / Fine Arts	0.0/0.0	0.0/1.0	0.0/1.0	0.0/1.0		0.0			3.0	3.0/3.0
Electives		0.0/0.5	0.0/1.0	0.0/1.0	0.0/1.5	0.0			6.0	6.0/4.0
Total	**2.0/0.0**	**6.0/6.0**	**5.5/6.0**	**6.0/6.0**	**4.5/5.0**	**13.5**	**6.0**	**4.5**		**24.0/23.0**

Course Requirements
None negotiable courses that must be taken and passed

Course Requirements	Progress
9th Lit / Comp	1.0/1.0
American Lit; AP Eng Lang/Comp/Amer Lit; IB English A Lit Year One; IB English B Year One; IB English A Lang & Lit Year One	1.0/1.0
Biology; AP Biology; IB Biology Year One	1.0/1.0
Physical Science; Physics; AP Physics 1; AP Physics 2; AP Physics C (Mechanics); AP Physics C (Elec/Mag); IB Phys Science Y1; IB Physics HLY1; IB Physics HLY2	*0.0/1.0
Environmental; AP Environmental; Chemistry; AP Chemistry; Earth Systems; IB Chemistry SLY1; IB Environmental	*0.5/1.0
American Government; AP Government/Politics US	0.5/0.5
World History; AP World History; IB History of Europe/Mid East Year One	1.0/1.0
US History; AP US History; IB History of Americas Year One	1.0/1.0
Economics; AP Macroeconomics; AP Microeconomics; IB Economics Year One;	0.5/0.5

Compound Requirements
Used when complex variations such as Math and Health/PE

Compound Requirements	Progress
Math Requirement - Algebra I, Geometry, Algebra II, Advanced Math	Complete
Health / Personal Fitness or JROTC	Complete

Detail/Expanded Academic Progress Report
Choose Select All for a more detailed report

Academic Plan Progress Report

This report will display the student's progress toward completion of an Academic Plan

View progress toward Graduation or Academic Program:
General Diploma (Graduation)

Lists the program currently assigned

Report Type ○ Summary ● Detail
(Select one or more options)
☑ Select All — **Select All**
☑ Credit Type Details
☑ Course Requirement Details
☑ Test Requirement Details
☑ Compound Requirement Details
☑ Academic Program Requirement Details
Report Format: ● PDF ○ DOCX

Generate Report   Cancel

Progress Rep...
ade: 10   6.0 / 6.0
.0 / 1.0
.2630040 World Lit/Comp - 0.5
.2630040 World Lit/Comp - 0.5
irements.
Lit; IB English A Lit Year
.0 / 1.0
.2977040 GSE Acc Pre al H - 0.5
.2977040 GSE Acc Pre

18

* Asterisks indicate student does not meet requirement

Credit Type	08	09	10	11	12	Credit Status ER	IP	PL	Overflow	Total
English		1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.5 / 1.0	2.0	1.0	0.5		*3.5 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan
09	23.2610040 9th Lit/Comp H	Earned	87	0.5
09	23.2610040 9th Lit/Comp H	Earned	85	
10	23.2630040 World Lit/Comp H	Earned	98	
10	23.2630040 World Lit/Comp H	Earned	95	
11	23.0510040 11th Am Lit/CompH	In-Progress	No Score	0.5
11	23.0510040 11th Am Lit/CompH	In-Progress	No Score	0.5
12	23.0340041 Advanced Comp H	Planned		0.5

Credits for each subject area. Lists the course name and grade level when taken.

Mathematics	1.0 / 0.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	3.0	1.0	1.0	-1.0	4.0 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
08	27.2994040 AccelAlgI/Geom A H	Earned	99	0.5	
08	27.2994040 AccelAlgI/Geom A H	Earned	94	0.5	
09	27.2995040 GSE AccGeoB/AlgIIH	Earned	94	0.5	
09	27.2995040 GSE AccGeoB/AlgIIH	Earned	90	0.5	
10	27.2977040 GSE Acc Pre Cal H	Earned	91	0.5	
10	27.2977040 GSE Acc Pre Cal H	Earned	85	0.5	
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5	
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5	
12	27.0740000 AP Statistics	Planned		1.0	1.0 credit overflow to Elect

Shows:
- Earned credit
- In-Progress credit
- Planned credit

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
10	27.2977040 GSE Acc Pre Cal H	Earned	85	0.5	
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5	
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5	
12	27.0740000 AP Statistics	Planned		1.0	1.0 credit overflow to Electives

Science	1.0 / 1.0	0.5 / 1.0	0.0 / 1.0	1.0 / 1.0	1.5	1.0	1.0	*3.5 / 4.0

Grade	Course	Status	Score	Credit toward Academic Plan	Credit Explanation
09	26.0120000 Biology	Earned	93	0.5	
09	26.0120000 Biology	Earned	86	0.5	
10	40.0510040 Chemistry H	Earned	87	0.5	
10	40.0510040 Chemistry H	Earned	69	0.0	
11	11.2190000 AP Comp Sci Prin	In-Progress	No Score		0.5 credit overflow from CTAE
11	11.2190000 AP Comp Sci Prin	In-Progress	No Score		0.5 credit overflow from CTAE
12	26.0730000 Human Anatmy/Phys	Planned		1.0	

Shows Credits earned in a content area

Social Studies	0.5 / 0.5	1.0 / 1.0	1.0 / 1.0	0.5 / 0.5	1.5	1.0	0.5	3.0 / 3.0

Grade	Course	Status	Score	Credit toward Academic Plan
09	45.0570001			0.5
10	45.0830000			0.5
10	45.0830000 World History	Earned	84	0.5
11	45.3810003 GAVS US History A	In-Progress	No Score	0.5
11	45.3810004 GAVS US History B	Scheduled		0.5
12	45.0610001 Economics	Planned		0.5

Shows earned grade and credits towards Academic Plan

Health/Personal Fitness	0.5 / 1.0			0.5 / 0.0	0.5	0.5	1.0 / 1.0

Course Requirements					Progress
9th Lit / Comp					1.0 / 1.0

Grade	Course	Status	Score	Credit toward Academic Plan
09	23.2610040 9th Lit/Comp H	Earned	87	0.5
09	23.2610040 9th Lit/Comp H	Earned	85	0.5

American Lit; AP Eng Lang/Comp/Amer Lit; IB English A Lit Year One; IB English B Year One; IB English A Lang & Lit Year One					1.0 / 1.0

Grade	Course	Status	Score	
11	23.0510040 11th Am Lit/CompH	In-Progress		
11	23.0510040 11th Am Lit/CompH	In-Progress	No Score	0.5

Lists Course requirement and approved course names

Biology; AP Biology; IB Biology Year One					1.0 / 1.0

Grade	Course	Status	Score	Credit toward Academic Plan
09	26.0120000 Biology	Earned	93	0.5
09	26.0120000 Biology	Earned	86	0.5

Physical Science; Physics; AP Physics 1; AP Physics 2; AP Physics C (Mechanics); AP Physics C (Elec/Mag); IB Phys Science Y1; IB Physics HLY1; IB Physics HLY2					*0.0 / 1.0

Environmental; AP Environmental; Chemistry; AP Chemistry; Earth Systems; IB Chemistry SLY1; IB Environmental					*0.5 / 1.0

Grade	Course	Status	Score	Credit toward Academic Plan
10	40.0510040 Chemistry H	Earned	87	0.5
10	40.0510040 Chemistry H	Earned	69	0.0

Compound Requirements					Progress
Math Requirement - Algebra I, Geometry, Algebra II, Advanced Math					Complete

Course Requirements

Grade	Course	Status	Score	Credit toward Academic Pl...
08	27.2994040 AccelAlgI/Geom A H	Earned	94	0.5
08	27.2994040 AccelAlgI/Geom A H	Earned	99	0.5
09	27.2995040 GSE AccGeoB/AlgIIH	Earned	94	0.5
09	27.2995040 GSE AccGeoB/AlgIIH	Earned	90	0.5
10	27.2977040 GSE Acc Pre Cal H	Earned	85	0.5
10	27.2977040 GSE Acc Pre Cal H	Earned	91	0.5
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5
11	27.2720000 AP Calculus AB	In-Progress	No Score	0.5
12	27.0740000 AP Statistics	Planned		1.0

If a section is highlighted in red, that indicates a student failed a required course and has not taken or retaken it or is not planned to take it

More

Assessments

Will display any of the assessments released by the district.

How to View Assessment Scores

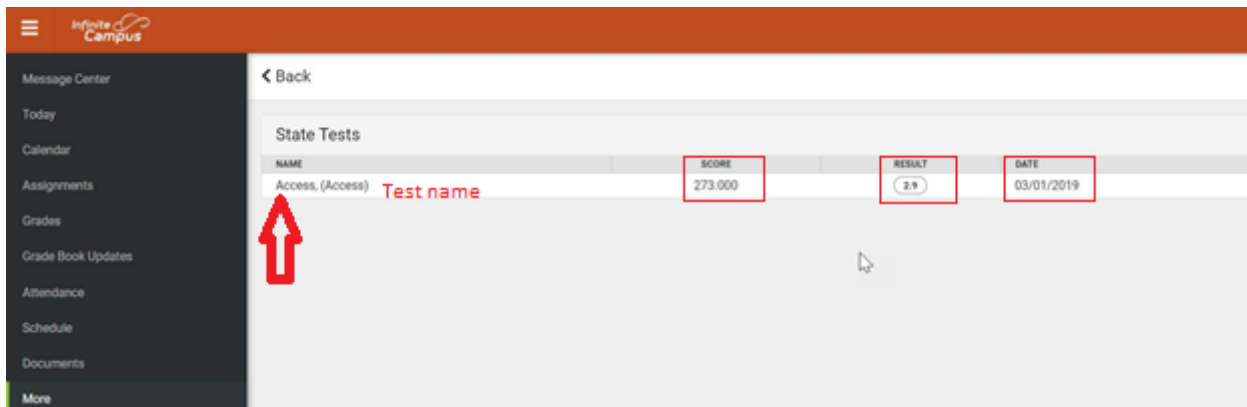| Step 1:	Log in to Campus Student/Parent Portal
Step 2:	Select More and then Assessments
Step 3:	Select the Desired Assessment

Step 1: Log in to Campus Student/Parent Portal

Step 2: Select More and Assessments from the menu. Click the arrow to open the Assessments window.
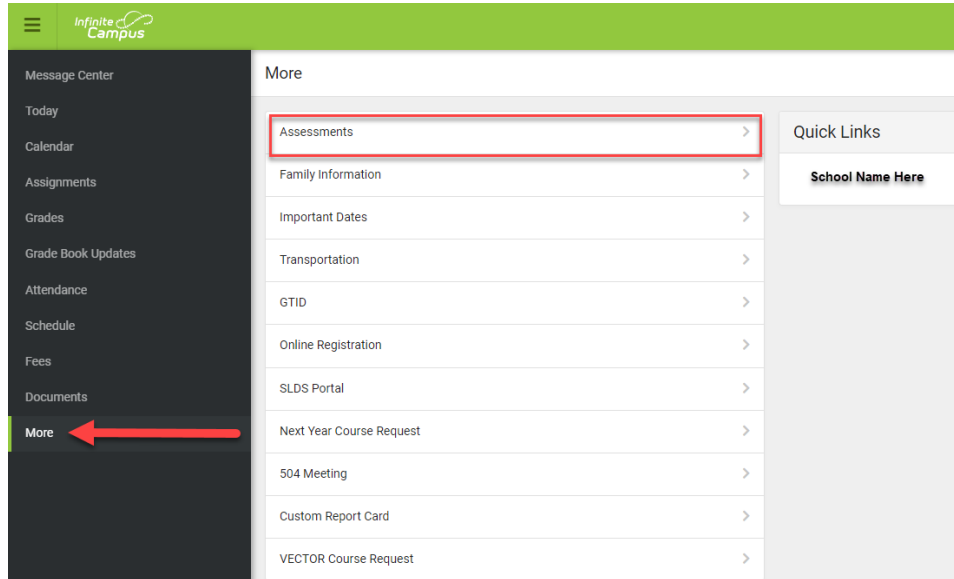
Step 3: Select Desired Assessment

The list of assessments includes the ACCESS test from the ESOL department as well as other district and state assessments.

The screen will list the date and score for the assessment. For additional information about the purpose go to the Fulton County Schools Assessment page.

Family Information

Allows you to update email and phone numbers for the household.

How to Update Phone and Email

Step 1:	Log in to Campus **Parent Portal**
Step 2:	Select More and then Family Information
Step 3:	Select Update
Step 4:	Enter Information and Select Update to save

Step 1: Log into Campus **Parent Portal**

Step 2: Select More and then Family Information
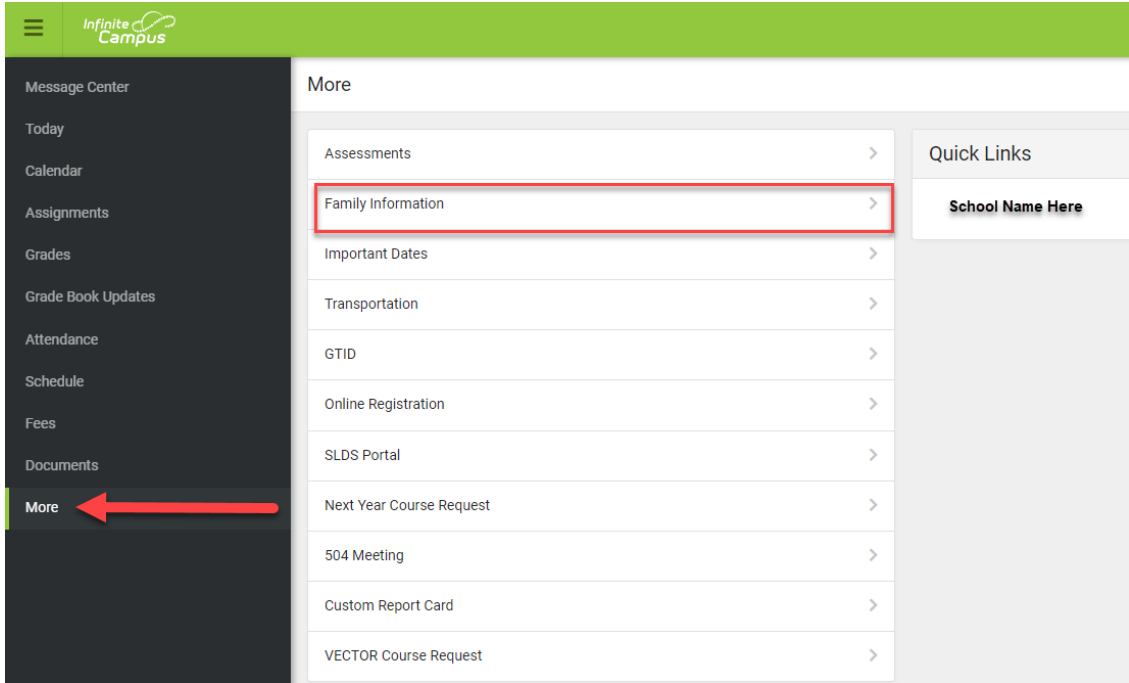
Step 3: Select Update next to the desired change
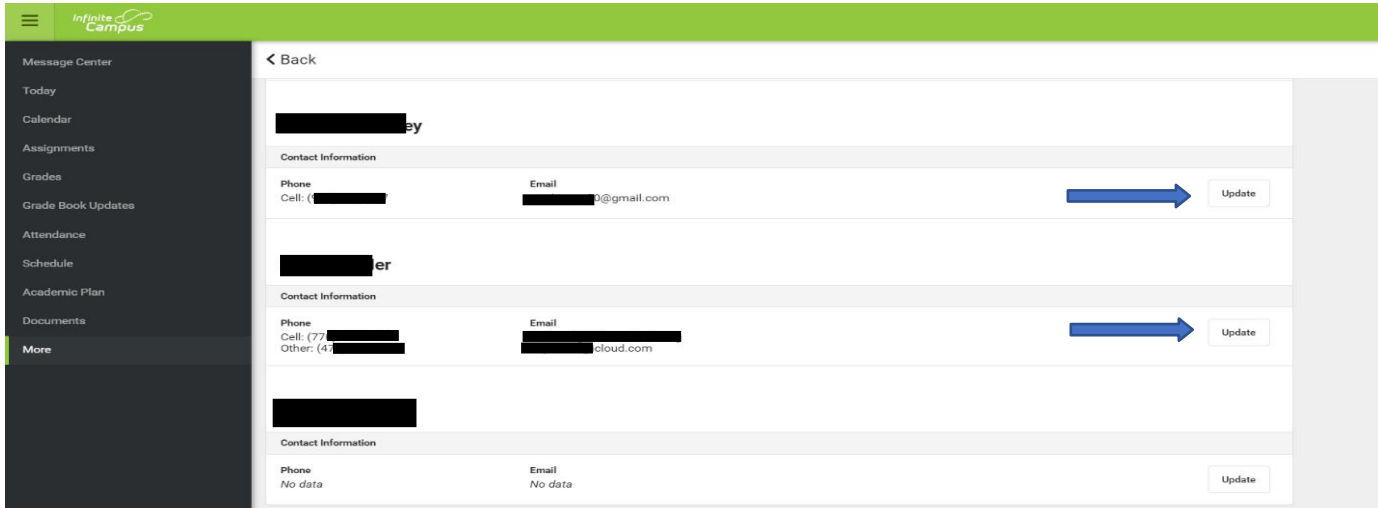
Step 4: Enter Information and Select Update to Save

Important Dates

Lists district wide Holidays, Teacher Workdays and Professional Development Days

Lockers

Shows a student's locker information

Transportation

Information includes bus numbers, time, and location for pick up and drop off

GTID

Lists the student's Georgia Testing ID

Online Registration

Used for students moving from one Fulton County School to another or update existing demographic information for the household such as:

- Address
- Contacts
- Priority pick up
- Enroll new student(s)
- Changes to medical including, medications and/or mental or health conditions

How to Update Census Data: Address, Contacts, Medical, & enroll new students

Step 1:	Log into Campus **Parent Portal**
Step 2:	Select More and then Online Registration

Step 1: Log into Campus **Parent Portal**

Step 2: Select More and then Online Registration

Step 3: Select Current Year Existing Student Registration and Start

Step 4: A verification screen for the type of application you wish to complete will appear. All students currently associated with the parent/guardian login will be listed. Once verified, click Begin Registration.

This Registration Form is to update or enter registration data for students in the following scenarios:

- **1. Within System Building Transfer** - If you already have a student currently enrolled in Fulton County Schools and you have moved or a an approved reason (ie. hardship, charter school approval) to transfer to another school within the district, registration information can be updated for review/acceptance into the new school.

- **2. Add new student to an existing household account** - If you are registering a NEW student and you already have a student currently enrolled in Fulton County Schools, the NEW student can be added at the end of the application review/update process.

- **3. Update Address/Contact Information** - If a household address needs to be updated without transferring to a new building or Contact information needs to be added.

NOTE: If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
	11	Yes	Included	No
	11	Yes	Included	No

Begin Registration

Note: Any changes to contacts will be applied to all students in your household. Updates for a specific student must be made to their individual record.

Step 5: Select your preferred language and click BEGIN

Step 6: On the Application Type pleat, choose the type of update. When a parent chooses "Census Update or In- System Transfer" a comment box will be available, type in appropriate reason i.e. "**Address verification or ContactChange**" and select next.

Step 7: The first section to verify and update is the Student(s) Primary Household.
- **Step 7a:** Primary Phone – This is the main phone number for the household
- **Step 7b:** Physical address - You will need to verify that the address listed is correct or click the box below the address to make any changes. You will also be able to upload two <u>current</u> proofs of residency from the

[approved list of items](#).

Step 8: Update Parent/Guardian Section. Complete this section if guardian information changes, such as adding or removing stepparent or updating the address of one parent. If a section is in ==Yellow==, click edit to make appropriate changes.

Step 9: Update Emergency Contact Section. Review the contact information and click in the box when you need to remove the individual as a contact for ANY of the students in the family.

Step 10: Update Student Information. If any student is highlighted in yellow, you must edit and update all sections. Any areas that need updates will be marked in red. Review these sections carefully.

- If an emergency contact changes for one student but not another, ensure those changes are made for all necessary students
- If relationships change for a student, update on the Relationships tab for both Guardian and Emergency Contacts. Remember to update the contact sequence for each contact.
- Update all Emergency Information such as doctor
- Update all Health Conditions and or Medications

Step 11: Remember to submit your OLR application update

All information that is updated will be automatically populated into Campus without the need for review except for the following fields:

- Changed or New Address
- New people added to include parents, emergency contacts, other household members, and students
- Students with any added medical or mental health conditions and/or medications
- Applications where there is a Parent/Guardian that has been added or removed as a guardian

If any of these fields are changed by the parent, the school will need to review the application prior to approving the parent's changes.

SLDS

This a link to the Statewide Longitudinal Data System (SLDS) Dashboard. GA DOE SLDS Resources

Next Year Course Request

Is for approving courses for next year (only available at certain times of the year)
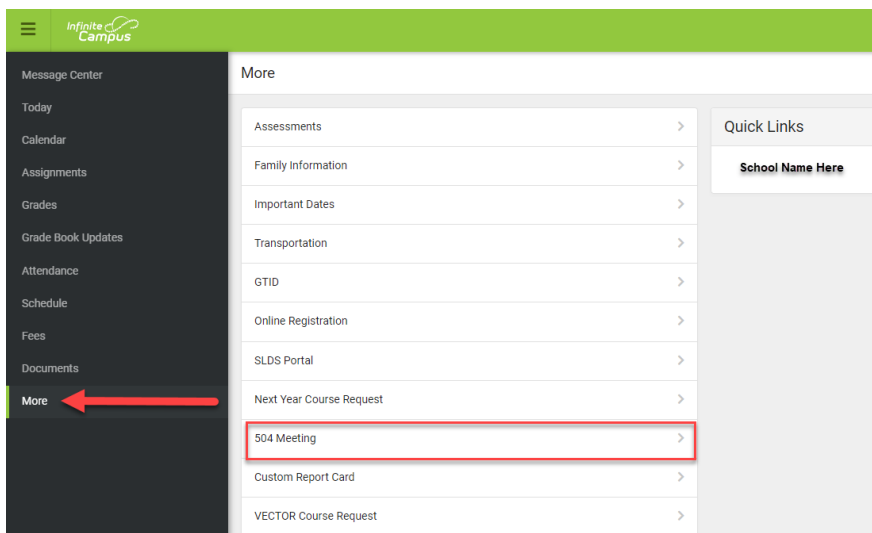
504 Meeting

If a student has a 504 plan and you need to view or sign documents.

How to View a Student's Section 504 Plan

Step 1:	Log in to Campus Parent Portal
Step 2:	Select More and then 504 Meeting
Step 3:	Select the Plan you want to view
Step 4:	Sign the 504

Step 1: Log into your Campus Parent Portal

Step 2: Select More and then 504 Meeting

Step 3: The 504 Portal will open to the Current Plan, click All Meetings if you need a previous plan.

Step 4: Scroll down to the Meeting Attendees to sign


VECTOR Course Request

VECTOR is the module that replaces Genius for Fulton Virtual and Summer School registration.

How to Request or Drop a Course in VECTOR

Step 1:	Open Campus Student/Parent Portal
Step 2:	Log in to VECTOR – Course Request
Step 3:	Select Request Course
Step 4:	Register for Course
Step 5:	Request to Drop a Course
Step 6:	Click Request Drop
Step 7:	Enter Drop Reason (Required)
Step 8:	Verify your registration status

Step 1: Log into Campus **Parent Portal**

Step 2: Select More from the menu and then select VECTOR – Course Request
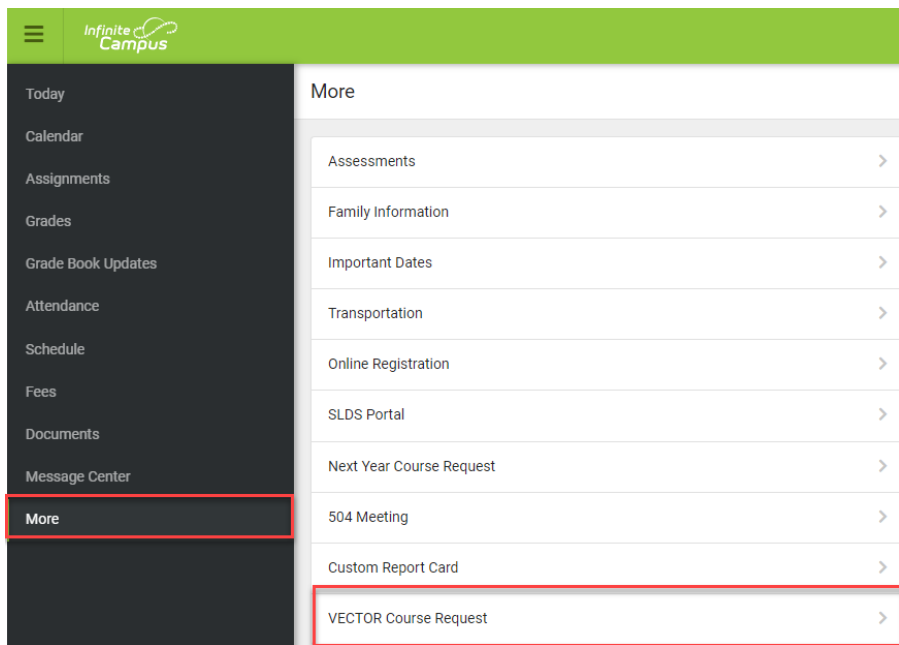
Step 3: Click Request Course
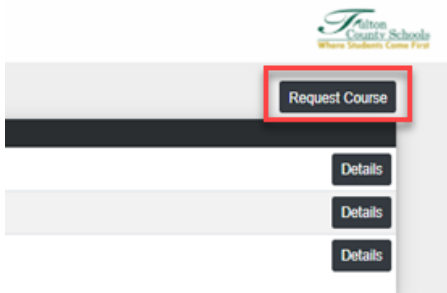
Step 4: Select the 1) **School – School Year/Term** and 2) **Course** from the drop downs you are registering for. 3) Click Submit Request when done.

The course will show as pending on your landing page until approved by school personnel.
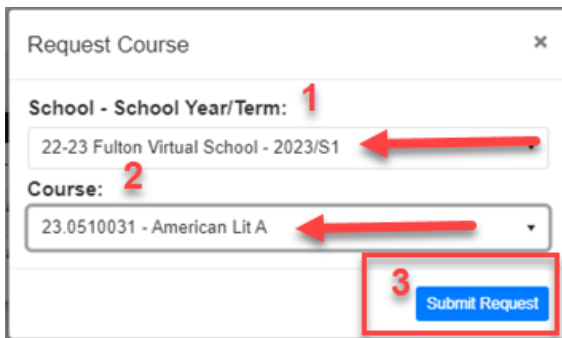
To Request to Drop a Class

Step 5: From your VECTOR – Course Request landing page click the Details button next to the course you would like to request to drop

Status	School - Year/Term	Course	Requested By	
Pending	Fulton Virtual School - 2023/S1	06.3161001 - FVS Entrepreneurship A		Details
Dropped	Fulton Virtual School - 2023/S1	07.3413001 - FVS Intro Bus & Tech A		Details
Scheduled	Fulton Virtual School - 2023/S1	23.3610001 - FVS 9thLit/Comp A		Details
Scheduled	Fulton Virtual School - 2023/S1	26.3120001 - FVS Biology A		Details
Scheduled	Fulton Virtual School - 2023/S1	27.3990001 - FVS GSE Algebra I A		Details

Step 6: Click Request Drop button

Request for 216 Student at Fulton Virtual School - 2023/S2 ✕

Current Status
Scheduled

Requested By
James Cooper

Requested Date
01/13/2022

Course
23.0630012 - World Literature B

Last Modified By
System Newey

Last Modified By Date
01/13/2022

Request Drop

Step 7: Enter a Drop Reason (Required) and click Submit Drop Request button.

Request Drop for 23.0630012 - World Literature B ✕

Drop Reason (Required)

Selected the wrong course.

Submit Drop Request

Step 8: You can check the status of all your classes from your VECTOR – Course Request landing page

Status	School - Year/Term	Course
Pending	Fulton Virtual School - 2023/S1	06.3161001 - FVS Entrepreneurship A
Dropped	Fulton Virtual School - 2023/S1	07.3413001 - FVS Intro Bus & Tech A
Scheduled	Fulton Virtual School - 2023/S1	23.3610001 - FVS 9thLit/Comp A
Scheduled	Fulton Virtual School - 2023/S1	26.3120001 - FVS Biology A
Scheduled	Fulton Virtual School - 2023/S1	27.3990001 - FVS GSE Algebra I A

Quick Links

Web links that the Fulton County Schools has determined maybe useful. Currently there are links to individual school's websites.