



Parent Portal Information

Guardians are automatically issued a Parent Portal account when they provide us with an email address. Usually this is upon enrollment of their student(s). They should receive an auto-generated email with their username, a temporary password and information on how to reset their password.

Parents/guardians can view and edit members of their household. The primary household can view, edit and add emergency contacts for their student(s). If there are two households, each parent/guardian can only view and edit their own household's contact information.

Accessing Parent Portal

If a guardian is unsure if they have an account they can retrieve their username and set, or reset, their password using this link: <https://changepassword.sowashco.org/pwm/private/login>.

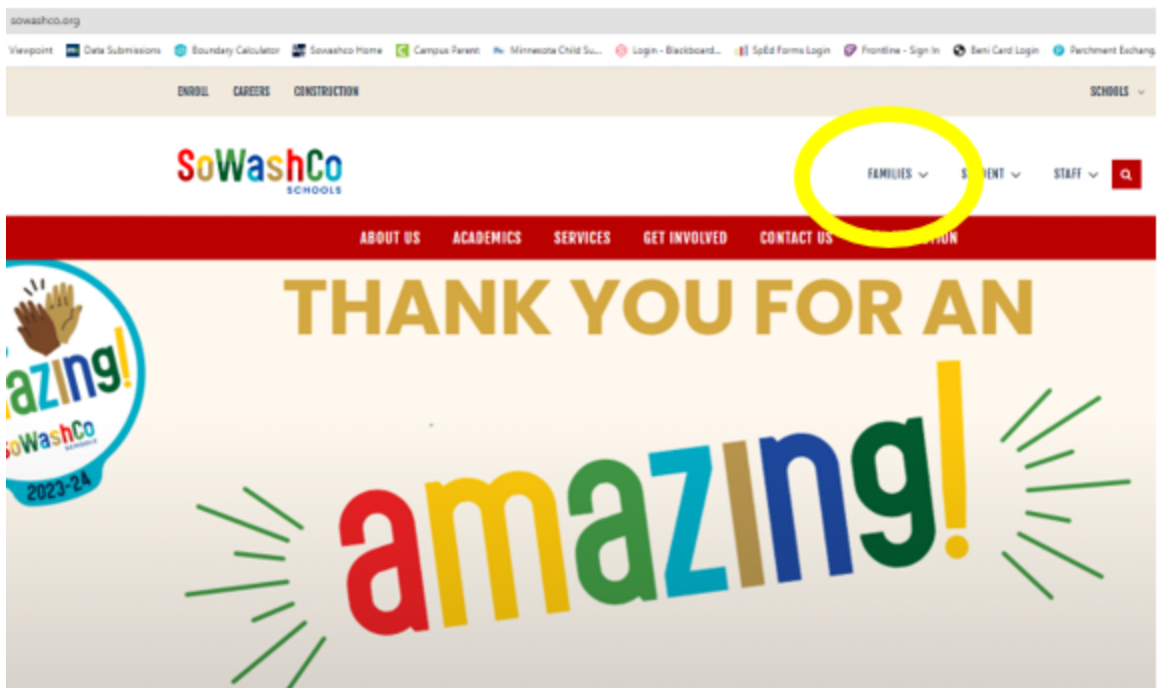
To reach this link, they should access the Parent Portal login page for SoWashCo via the district website.

Things you **CANNOT** do via Parent Portal:

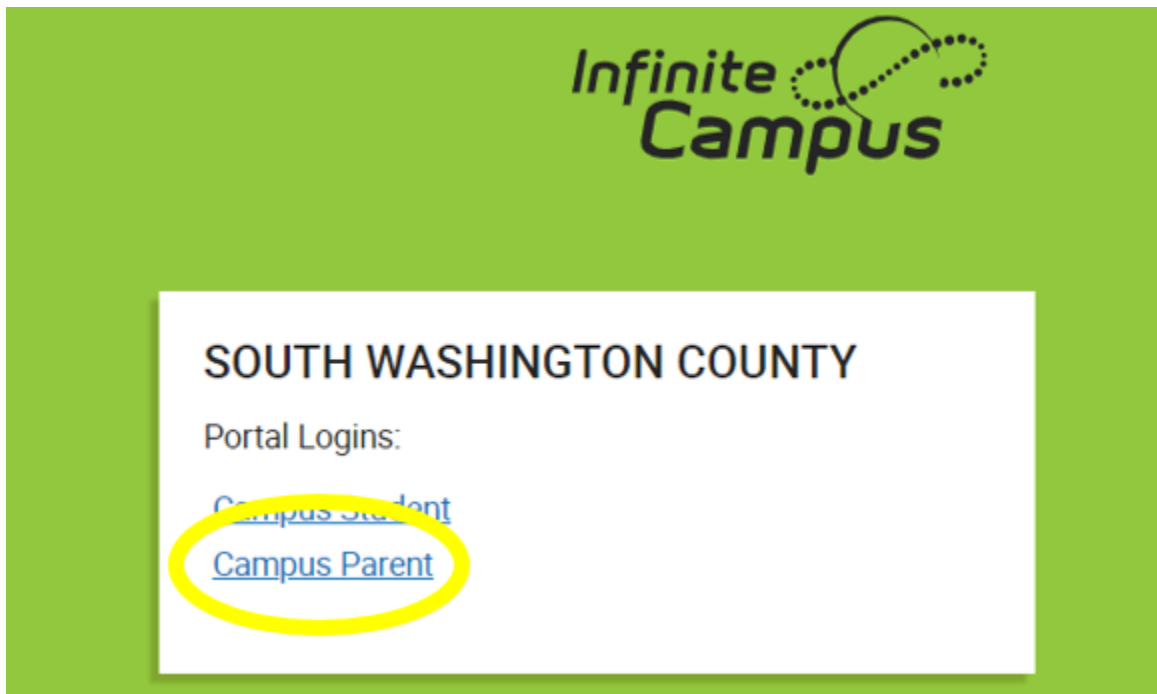
- Change your address
- Request a different school
- Withdraw your student
- Enroll your student

Retrieving Username or Changing Password

Step 1: Go to Sowashco.org and Select "Campus Parent Portal" from the "Families" drop down menu

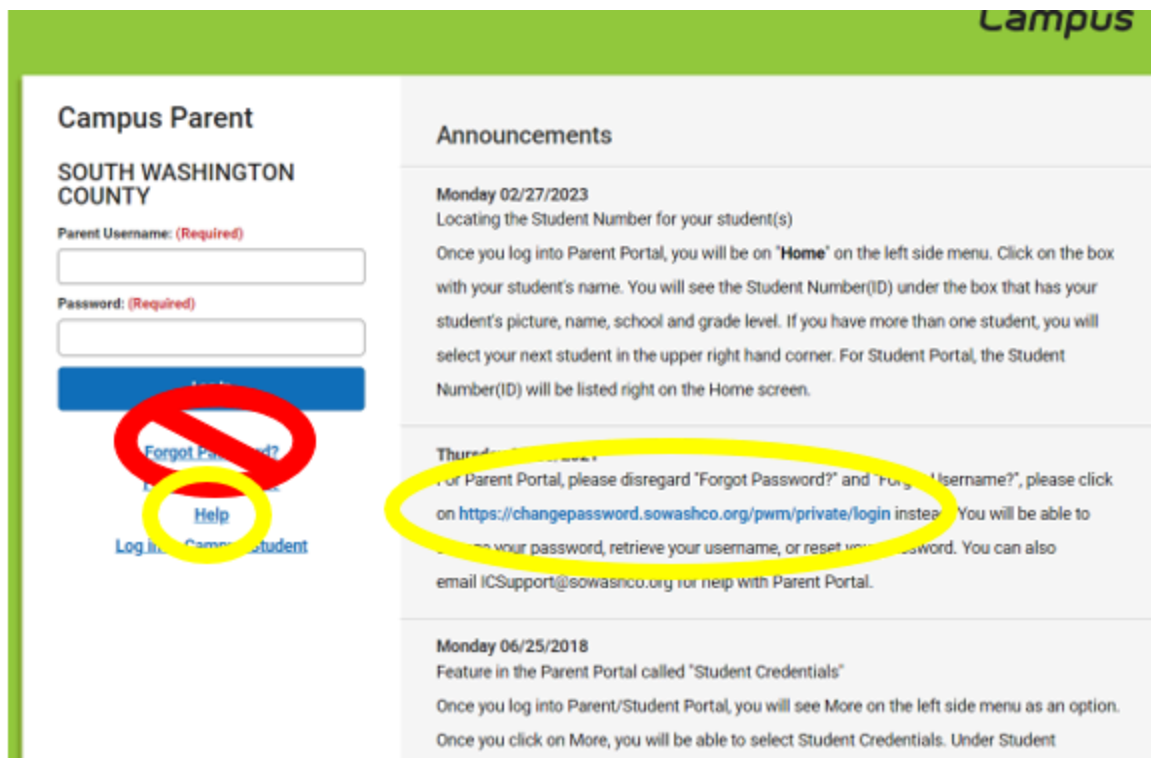


Step 2: Select “Campus Parent”



Step 3: Click on the change password link via the Announcements OR “Help” button to retrieve username and/or reset password.

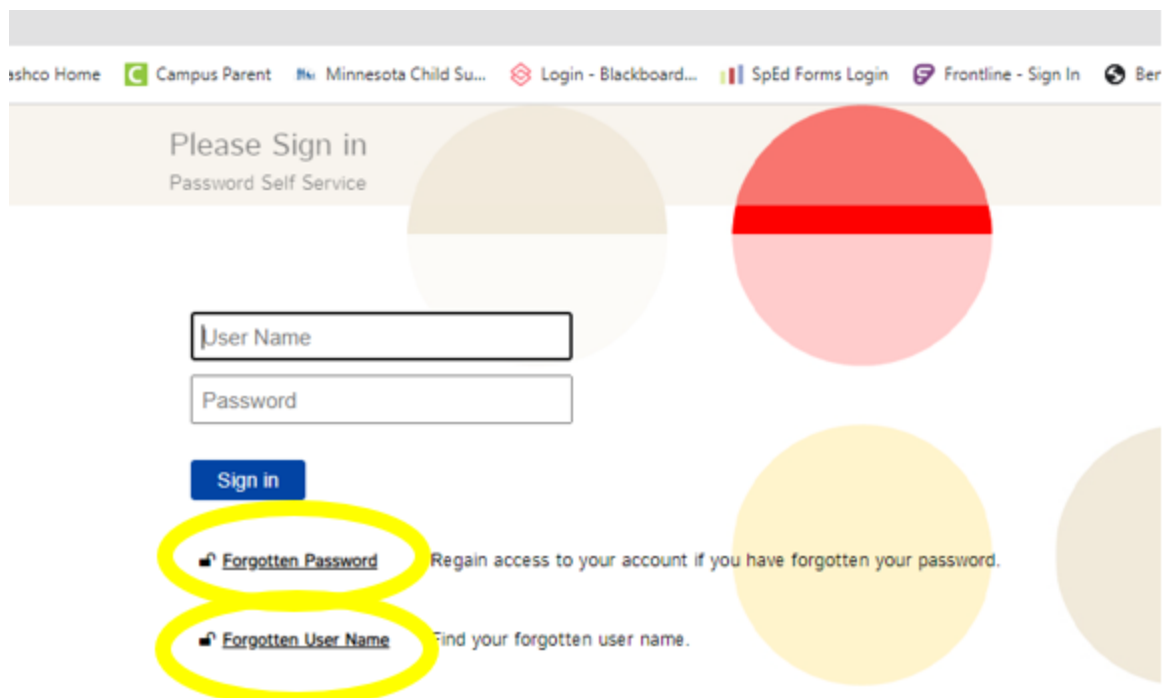
THE FORGOT PASSWORD BUTTON DOES NOT WORK



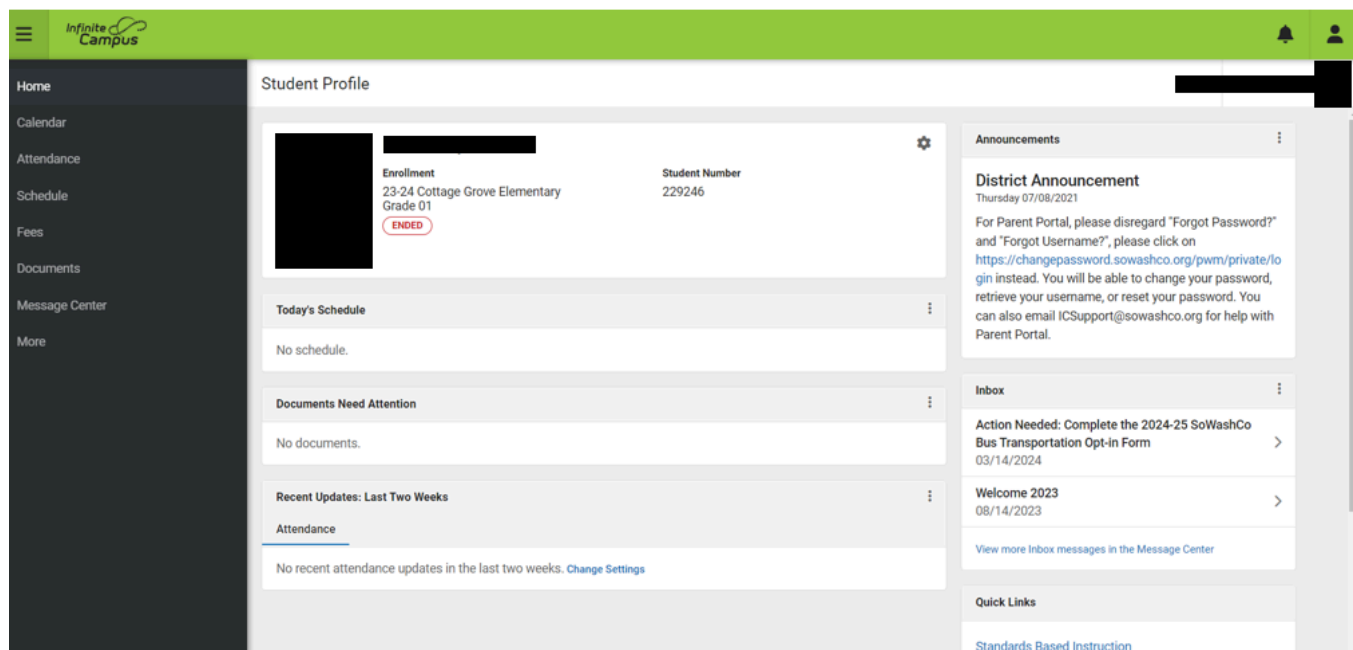
Step 4: Click either “Forgotten Password” or “Forgotten Username”

Forgotten Password: Click on Forgotten Password. You will be asked to provide your username and a security code will be sent to your email. Once you receive that, follow the instructions to reset your password. Be sure to check your junk email if you do not see the code in your inbox.

Forgotten Username: Click on Forgotten Username. You will be asked to provide your email. If our system has a username associated with that email (if you have more than one email, try all of them), it will provide you with your username. Usernames are typically a guardian’s first name and last name with a period in the middle.

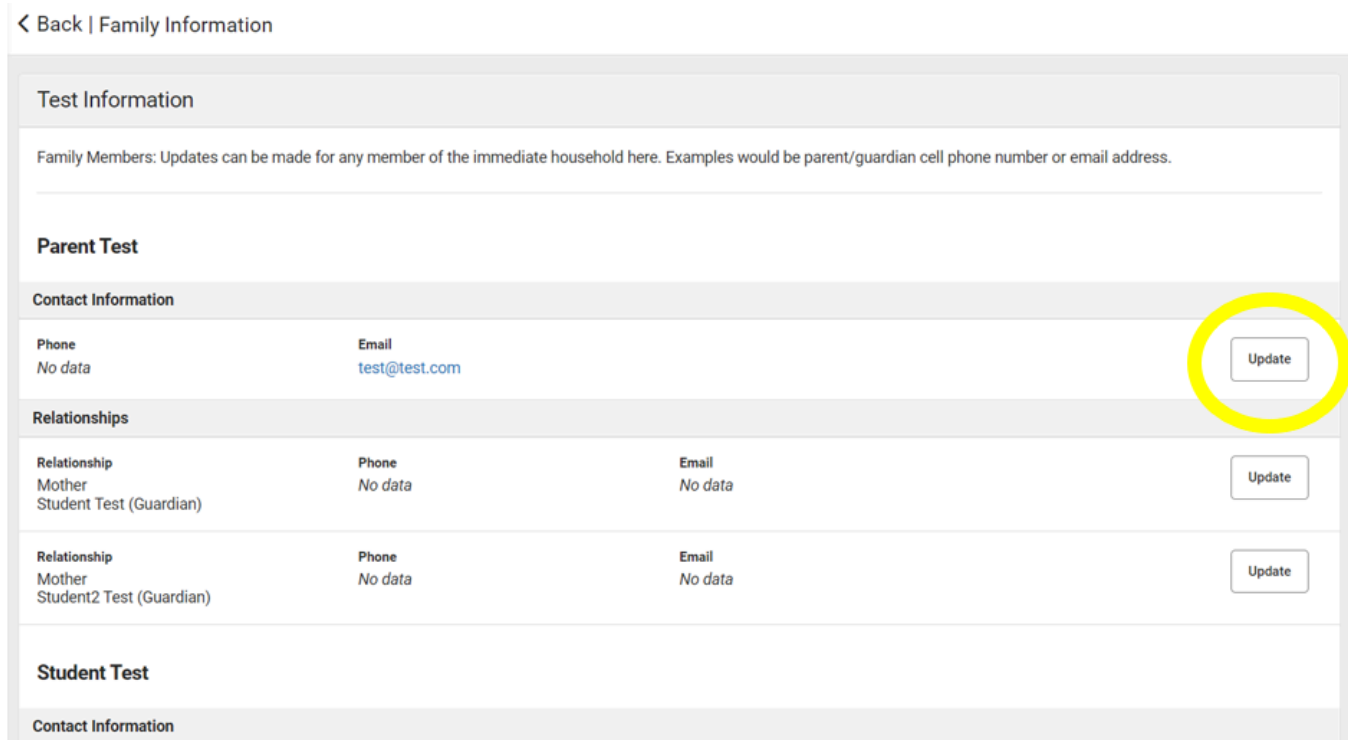
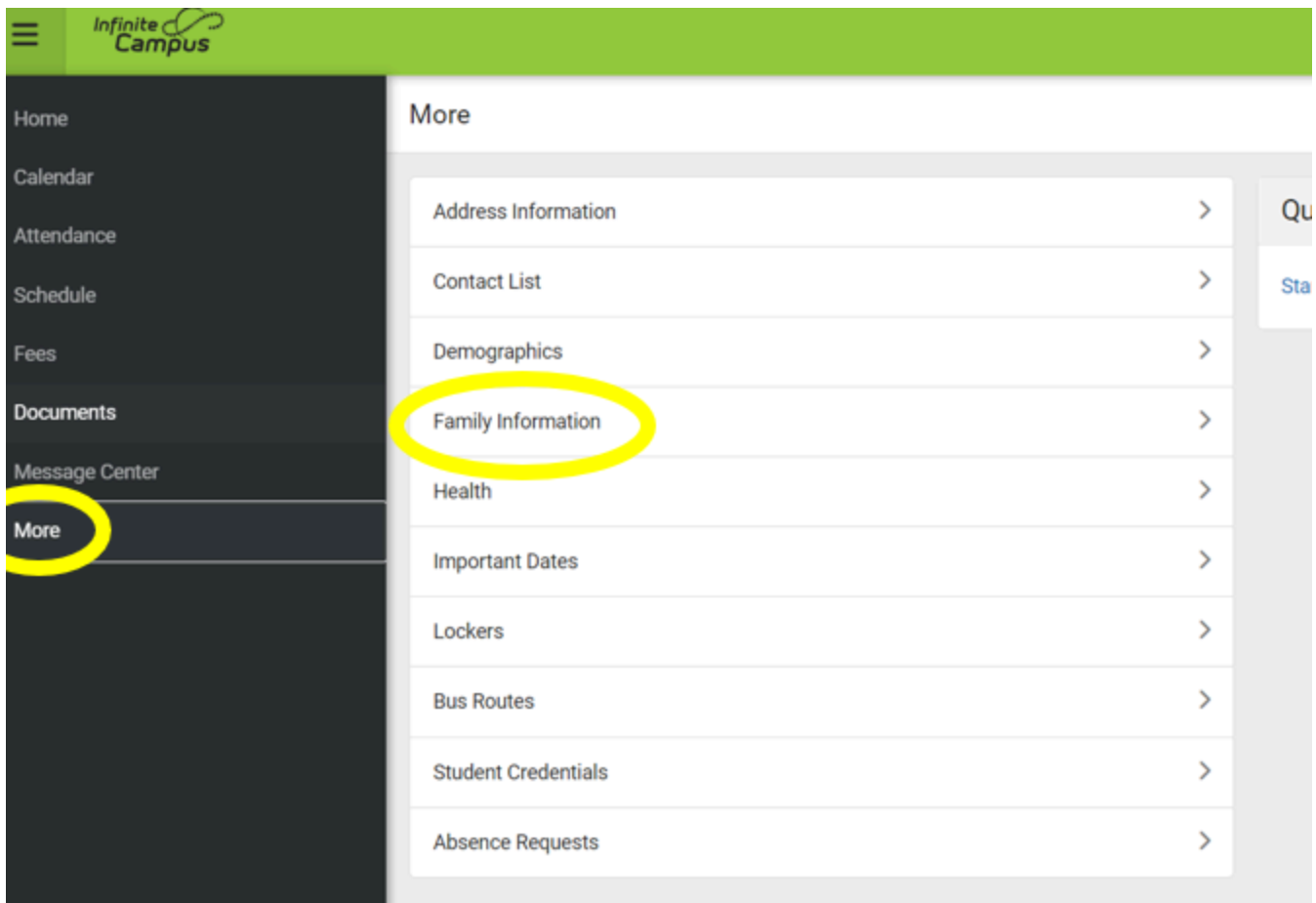


Step 5: Once password is reset, return to main infinite Campus Parent Portal login page and log in. It should look like this with your student(s) information appearing on the home page:



Updating parent/guardian information

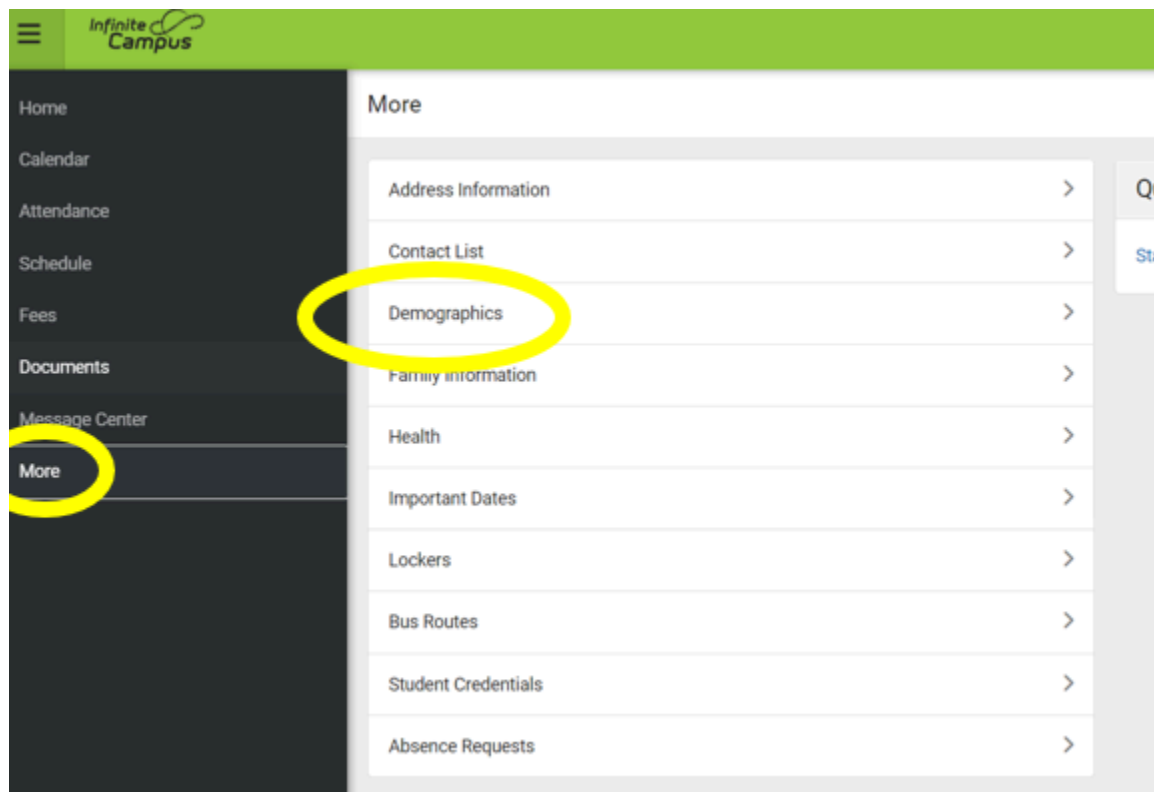
Parents/guardians can update their contact phone number and email address via Parent Portal:



Changes will not immediately appear. It may take several days for the information to be completely changed. You will receive an email notification when the change has occurred.

Adding and Updating Emergency Contacts

Note: Only guardians in the primary household can add non-household contacts via Parent Portal. Secondary household guardians should call the Student Information Department to add non-household contacts.



Non-Household Relationships

| | | | |
|-------------------------------------------------------------------------|-------------------------------------------------|---------------------------------|---------------------------------------|
| Relationship Father [REDACTED] (Guardian) Emergency Priority 4 | Phone Cell: ([REDACTED]) | Email [REDACTED]@gmail.com | <input type="button" value="Update"/> |
| Relationship Grandparent/s [REDACTED] Emergency Priority 2 | Phone Cell: ([REDACTED]) Work: [REDACTED] | Email No data | <input type="button" value="Update"/> |
| Relationship Grandparent/s [REDACTED] Emergency Priority 5 | Phone Cell: ([REDACTED]) | Email No data | <input type="button" value="Update"/> |
| Relationship Uncle [REDACTED] Emergency Priority 6 | Phone Cell: ([REDACTED]) | Email [REDACTED]@hotmail.com | <input type="button" value="Update"/> |

Changes will not immediately appear. It may take several days for the information to be completely changed. You will receive an email notification when the change has occurred.

Viewing Student Schedule

Schedule

23-24 Cottage Grove Elementary **ENDED**

F W **S**

Term S (03/02/2024 - 06/05/2024)

| | | |
|------------|--------------------------------|-----------------------------------------|
| HR AM | Homeroom 8:40 AM - 11:25 AM | Zavoral, Janene M Rm: C114 |
| HR PM | Homeroom 11:25 AM - 3:10 PM | Zavoral, Janene M Rm: C114 |
| Conduct | Social And Emotional | Zavoral, Janene M Rm: C114 |
| Wrk Habits | Work Habits | Zavoral, Janene M Rm: C114 |
| Art | Visual Art | Soucheray, Teresa Lynn/Zavoral Rm: - |
| LA | English Language Arts | Zavoral, Janene M Rm: - |
| Math | Mathematics | Zavoral, Janene M Rm: C114 |
| Music | Music | Schendel, Todd/Zavoral Rm: - |

Teacher contact information can be found under “More” then “Contact List.”

Infinit Campus

< Back | **Contact List**

School Year
23-24

Search Contacts
Search by contact name or course name

Miles Henry Bernardin

| | | |
|--------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Galbus, Ann/Zavoral | Library & Media | ✉ agalbus@sowashco.org |
| Schendel, Todd/Zavoral | Music | ✉ tschende@sowashco.org |
| Soucheray, Teresa Lynn/Zavoral | Visual Art | ✉ tsoucher@sowashco.org (651)425-5800 |
| Tester, GinaZavoral | Physical Education | ✉ gtester@sowashco.org (651)768-5822 |
| Zavoral, Janene M | Homeroom, Social And Emotional, English Language Arts, Mathematics, Science, Social Studies, Work Habits, Health | ✉ JZavoral@sowashco.org |

Finding Student Number

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a dark sidebar with navigation options: Home, Calendar, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area is titled "Student Profile" and features a student's enrollment information: "23-24 Cottage Grove Elementary Grade 01" with a red "ENDED" status tag. To the right of this information, the "Student Number 229246" is displayed and circled in yellow. Below the enrollment info are three sections: "Today's Schedule" (No schedule), "Documents Need Attention" (No documents), and "Recent Updates: Last Two Weeks" (Attendance: No recent attendance updates in the last two weeks. [Change Settings](#)). On the right side of the profile, there are three panels: "Announcements" with a "District Announcement" dated Thursday 07/08/2021; "Inbox" with an "Action Needed: Complete the 2024-25 SoW Bus Transportation Opt-in Form" dated 03/14/2024 and a "Welcome 2023" message dated 08/14/2023; and "Quick Links" with a link for "Standards Based Instruction".

For Parent Portal help: icsupport@sowashco.org