



Portal Administration

ESBOCES

May 2026

Agenda

- Set up portal accounts
- Create an AD HOC for guardians Guid numbers. To facilitate the distribution of guid numbers , after the user returns the districts acceptable use policy.
- Portal Considerations
- The areas that need to be set to the Portal in order for the Parents/Students to be able to view in the Portal.
- Self service options
- Tool Rights
- Translation Set up
- Portal Display options and creating templates
- Notification settings
- Reports

Portal Information

Portal

Refers to the Campus Student and Campus Parent apps, which allow students and parents to view information from Campus, including assignments, grades, and attendance. The data available in the Portal are controlled by school Calendar preferences.

The Parent Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool.

Students can also be given access to the Student Portal, but they will only be able to access their own information.

Note: Parents and students get to their portal through the school web site

Portal Policies and Considerations

NOTE: Each district can make their own decisions about what policies to put in place.

Suggestions for Portal Policies:

Districts may wish to specify the following in Parent/Student Portal policies:

- Qualifications for parental rights concerning who is allowed access to students' information, which usually includes guardians.
- That districts agree to provide free and accurate (to the best of their ability) information meeting the agreed-upon standards based on parents' compliance with security requirements.
- Information accuracy as a shared responsibility among schools, parents/guardians and students.
- That districts maintain the right to add, modify or delete information and Portal functions at any time, as well as the right to deny parents access with suitable cause.
- Timeframes concerning when attendance and grade information will be made available.
- Qualifications that must be met by usernames and passwords, such as character length and password strength. It is often a good idea to specifically prohibit users from setting their computer to automatically sign in. Some districts choose to set a lower number of unsuccessful logins necessary to disable the user account. Districts usually require that parents have their own individual accounts rather than household accounts.
- System requirements, as well as a way for users to receive technical support, including how to unlock accounts.

That use of the Portal is subject to electronic monitoring by the district, as well as other specific rights the district maintains.

Portal Policies and Considerations (Cont'd)

Note: Before completing the necessary steps to give parents access to records contained in Infinite Campus, there are some key discussions that need to occur with faculty and staff to outline the internal school policies and procedures.

Attendance

Parents can see absences and tardies the moment the teacher or attendance clerk saves an attendance entry. Therefore, an attendance timeframe should be set, such as the first ten minutes of class. Teachers should feel comfortable taking attendance in that time. This attendance timeframe and other related attendance policies should be communicated to parents in the initial Portal letter or by some other means.

Because parents can see attendance information immediately, teachers and attendance staff should develop a level of proficiency in taking and managing attendance information before allowing attendance to appear in the Portal.

Grading

As with attendance information, parents can see available Grade Book information, such as scores and comments, as soon as they are saved. Parents can see assignments as they are created, including blank scores for assignments that have not yet been graded. This can cause concern about missing work and pressure on the teachers to enter scores quickly. School should establish a grading deadline (turnaround time) for assignments to be graded and entered in Campus. Some schools give a two week deadline to teachers to grade and record scores. This policy should also be communicated to parents.

Portal Policies and Considerations (Cont'd)

Report

Parents can pull unofficial transcripts from Campus. Some instruction should be provided to them so they can correctly interpret these documents.

A school will need to take certain data security and integrity measures to differentiate an official transcript from an unofficial one.

Assigning Usernames and Passwords Manually

To create a username/password, search for the user and complete the following steps.

Step 1: Search for the User

Open the Search menu by clicking the magnifying glass icon in the Campus Toolbar.

Select a search **Type** of *User* and enter the **Last Name, First Name** of the user for whom a username and password will be created. Use **Advanced** search options below the results list to enter more search criteria if needed.

Select the desired user from the Search Results by clicking on the person's name. The User Account tool displays.

Step 2: Create a New User Account

Click **New**.

Indicate the **Homepage** of the account, such as *Campus Parent Portal* or *Campus Student Portal*.

Enter a **Username**.

Enter a **Password** or click **Generate Password**. If entering the password manually, enter it again in **Verify Password**.

Verify that the entered Password is correct by entering it again.

If the user should be required to set a new password the first time they log in, mark **Force Password Change**.

Click **Save**.

Note: Share the account information with the user to allow them to log in to Campus Parent or Campus Student.

Allow Users to Create Their Own Accounts

Location: Census > Demographics > scroll to Person Identifiers > Person GUID

Allow Campus Parent and Campus Student users to create their own accounts by giving them their **Activation Key**. This key is the person's **GUID** (Global Unique Identifier) which is the ID used to identify them in the Campus database.

This GUID is visible on the [Demographics](#) and [Summary](#) tools.

*To facilitate the distribution of GUIDs

create a report in the [Ad hoc Filter Designer](#) to pull users' first and last names and their GUIDs. This information can be distributed to users after they have returned the district's Acceptable Use policy.

See next page

AD Hoc for Contacts Guardian GUID

Filter Designer ☆

Query Name: JoAnn's Contacts Guardian Guide

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
- Demographics
- School Boundaries
- School Calendar
- School
- District
- Learner
- Counselor
- Learner Planning
- Census
- Health
- Medicaid
- Behavior
- Attendance
- Assessment
- Grading
- Learner Portfolio
- Standards Portfolio
- Locker
- Fee
- Transportation
- Activities
- Activity Registration

Selected Fields

- student.firstName
- student.lastName
- student.grade
- contacts.firstName
- contacts.lastName
- contacts.personGUID
- contacts.addressLine1
- contacts.addressLine2
- contacts.guardian
- contacts.mailing

Add Function Edit Function

Save To: ☐ User Account ☐ Folder: /

Filter Designer ☆

Filter the data

ID	*Field	Operator	Value
1	student.firstName		
2	student.lastName		
3	student.grade		
4	contacts.firstName		
5	contacts.lastName		
6	contacts.personGUID		
7	contacts.addressLine1		
8	contacts.addressLine2		
9	contacts.guardian	= TRUE	
10	contacts.mailing	=	1

Logical Expression (Optional):

Save To: ☐ User Account ☐ Folder: /

Save Save & Test Return To List

Data source: Live

Filter Designer ☆

Ad Hoc Query Wizard - Output Formatting

Use output formatting to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also available. If reporting using fixed width, the Length column must have a value.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

Query Name: JoAnn's Contacts Guardian Guide

Short Description:

Long Description:

Format the output file/report

☐ Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.firstName	1						
student.lastName	2						
student.grade	3						
contacts.firstName	4						
contacts.lastName	5						
contacts.personGUID	6						
contacts.addressLine1	7	1	Ascend				
contacts.addressLine2	8	2	Ascend				
contacts.guardian	9						
contacts.mailing	10						

Save To: ☐ User Account ☐ Folder: /

☐ Use Groups

☐ Force Order

Save Save & Test Return To List

Data source: Live

Selected Fields

- student.firstName
- student.lastName
- student.grade
- contacts.firstName
- contacts.lastName
- contacts.personGUID
- contacts.addressLine1
- contacts.addressLine2
- contacts.guardian
- contacts.mailing

9 contacts.guardian = TRUE

10 contacts.mailing = 1

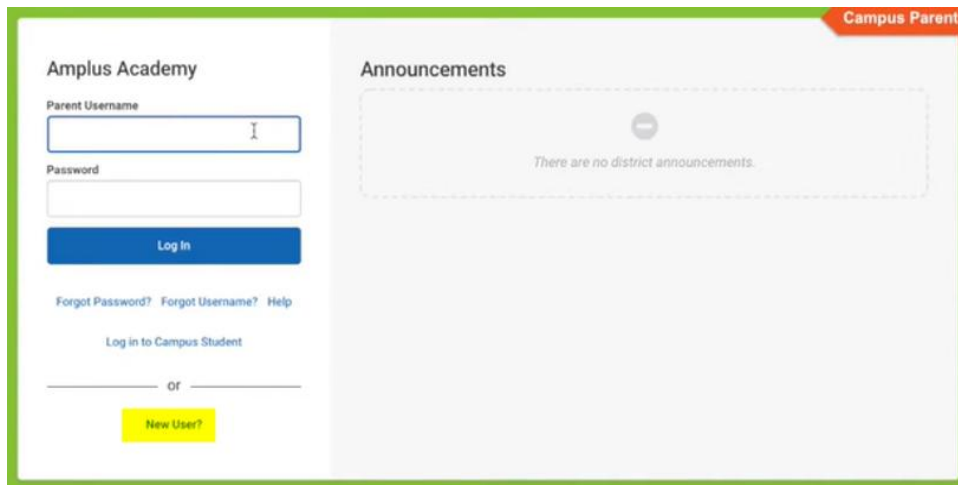
Field	OutputSeq	Sort	Direction	
student.firstName	1			
student.lastName	2			
student.grade	3			
contacts.firstName	4			
contacts.lastName	5			
contacts.personGUID	6			
contacts.addressLine1	7	1	Ascend	
contacts.addressLine2	8	2	Ascend	
contacts.guardian	9			
contacts.mailing	10			

Allow Users to Create Their Own Accounts (Cont'd)

Steps for Users to create their own account:

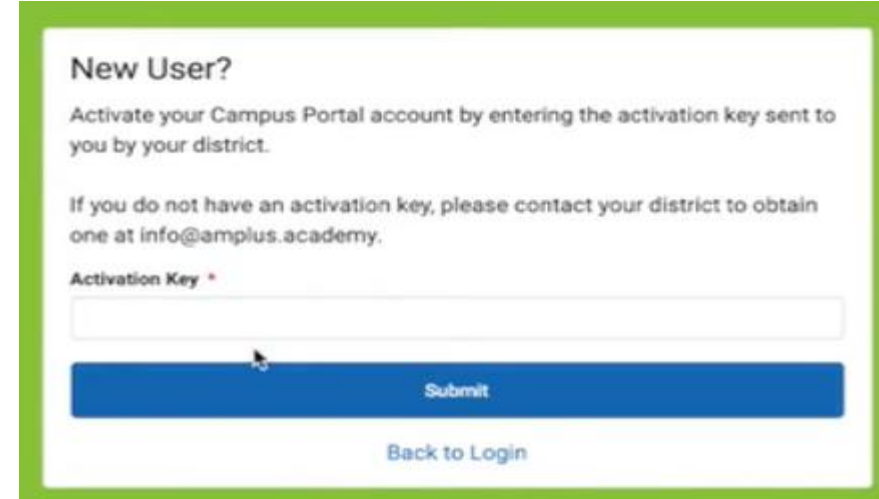
1. They will go into their email account to get the Guid#
2. They WILL PUT IN THE Guid # and then it will prompt them to create a new account, a new password and security email.
3. They will put in a security email, which is the email that infinite campus will notify them with.
4. Then they should be ready to log in.

They would click New User in yellow



The image shows the Amplus Academy login page. On the left, there is a login form with fields for 'Parent Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Help'. Below the login form is a link to 'Log in to Campus Student'. At the bottom of the login section is a yellow button labeled 'New User?'. On the right, there is an 'Announcements' section with a dashed box and the text 'There are no district announcements.' A red 'Campus Parent' badge is visible in the top right corner.

This is where they would put the GUID #- Where it says activation key and follow the prompts



The image shows the 'New User?' activation page. It prompts the user to 'Activate your Campus Portal account by entering the activation key sent to you by your district.' Below this, it says 'If you do not have an activation key, please contact your district to obtain one at info@amplus.academy.' There is a text input field for the 'Activation Key' with a red asterisk indicating it is required. Below the input field is a blue 'Submit' button and a link to 'Back to Login'.

Portal Display Options

The Portal Display Options allow schools to determine which tools and data are available in the Campus Student and Campus Parent Portals. This tool is connected to the school selected in the Campus toolbar.

Portal options are managed by creating **templates** and assigning **calendars** (and schedule structures) to that template. This tool also contains [Batch Edit](#) options to simplify updating multiple templates or schools.

Portal Display Options apply to the web versions of [Campus Student](#) and [Campus Parent](#) and the mobile apps. Calendars can be enabled if they are for the current, active [school year](#), the prior (previous) school year, or the next (future) school year. Calendars from the previous school year can be enabled for only 90 days from the [Calendar End Date](#). This is done by extending the enabled status of the calendar,

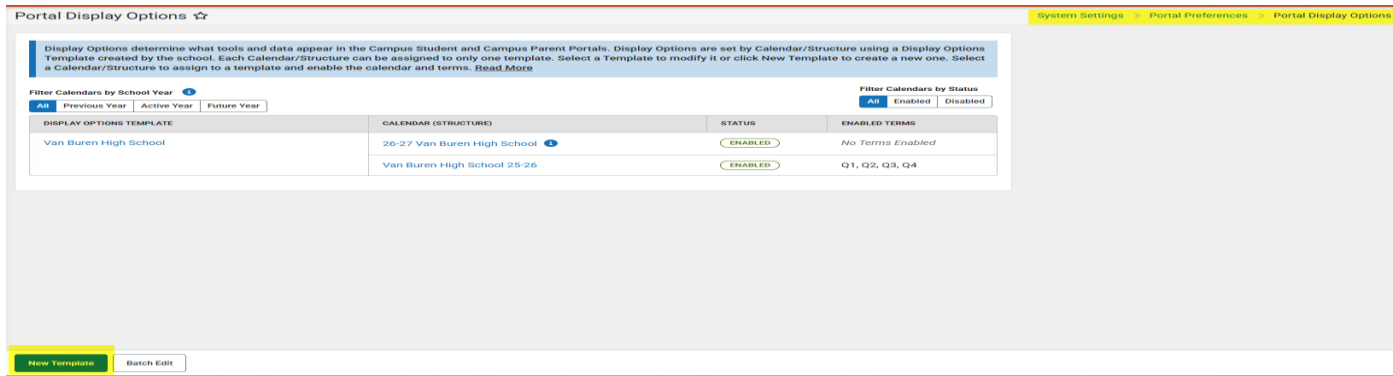
For enabled calendars in the active and previous school years, the data available on the Portals is determined by the Display Options selected. For calendars in the future school year, only the Display Options for Academic Plan, Activity Registration, Course Registration, Documents, and Schedule tools are applicable. All other data is hidden from enabled calendars in future school years.

Note: The Active year is the School Year currently marked as *Active* in the [School Year Setup](#) tool.

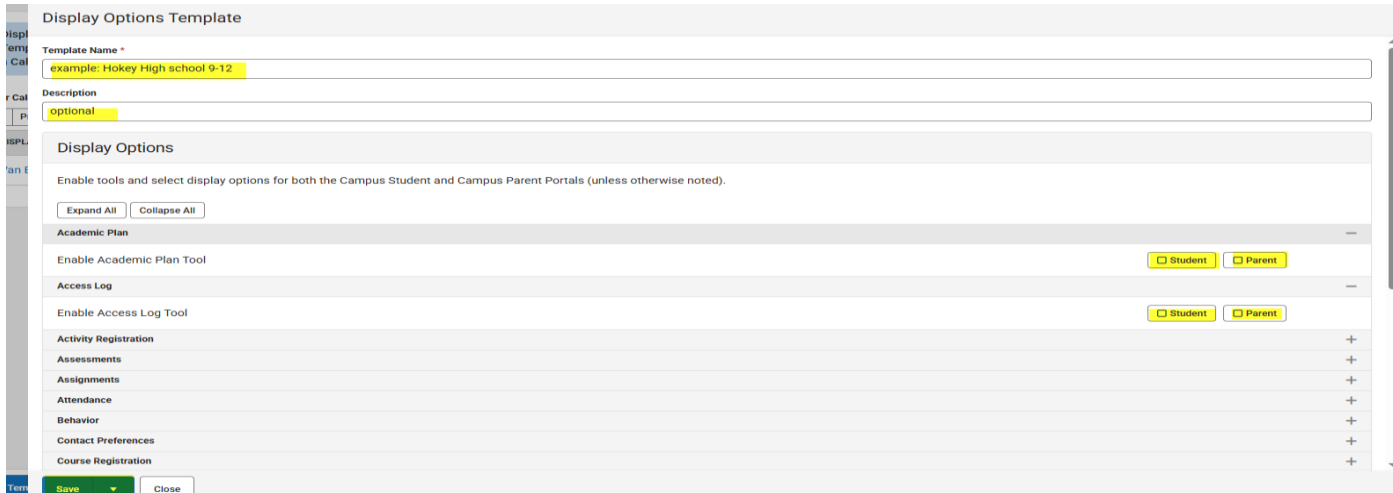
Portal Display Options (Cont'd)

Create a Template:

To create a new display options template, click the **New Template** button at the bottom of the tool. Alternately, open an existing template, click the arrow next to the Save button, and then **Save & Copy** to create a copy of that template as a starting point.



Enter a unique **Template Name**. This is the name displayed in the Portal Display Options tool and when assigning calendars. Enter a Description if desired. Currently, this description is only displayed in this tool. It may help to provide more information about what data is enabled in the template.



Assign Calendars to a Template

To assign calendars to a template, click the **Manage Calendars** button at the bottom of the template. Click **Assign** next to the calendar(s) to assign to this template. Calendars can also be assigned by clicking the calendar name from the main display options screen.

*Calendars can only be assigned to one template at a time.

click on the calendar structure to fill in the Calendar and Term settings.

click on the Display Options Template to assign the calendar to the Template.

Filter Calendars by School Year i		Filter Calendars by Status	
All	Previous Year	Active Year	Future Year
Enabled	Disabled		
DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
Van Buren High School	Van Buren High School 25-26	ENABLED	Q1, Q2, Q3, Q4

Calendar and Terms Settings

21-22 Harrison High (07/01/2021 - 06/30/2022) ENABLED

Display Options Template
Harrison High

Portal Calendar Settings

☒ Enable calendar when it is in the active or future school year

☐ Keep calendar enabled when it is in the previous school year for 0 days from Calendar End Date (until 06/30/2022)

Portal Term Settings

☒ Automatically enable all terms 0 days before first term's start date

☐ Automatically enable each term days before that term's start date

Terms

☒ 1 (07/01/2021 - 10/22/2021)

☒ 2 (10/23/2021 - 12/23/2021)

Batch Edit (Portal Display)

Click on Batch Edit on the bottom of screen and you can copy a Template, Edit a Template and Edit a Calendar and Term Settings.

Copy Template	Edit Templates	Edit Calendar and Term Settings
Click the Copy Template option to copy the source template's display options, either to a new template at the destination school, or by overwriting the options in existing template(s).	Click the Edit Templates option to make edits to the Display Options for multiple templates en masse.	Click the Edit Calendar and Term Settings option to update those settings for multiple schools en masse, which include the template assigned, whether access to a calendar has been enabled or extended, and when terms are enabled.

Portal Gender identity

Note: If you put a name in the Nickname part of the Demographic page – It will not show up in the portal.

- This is done on a district level (All schools)
- This needs to be enabled in the Core Attribute/Dictionary tool to display
- The Pronoun needs to be set up in Census
- Individual identities in Census
- Click save

Portal Gender Identity ☆

System Settings > Portal Preferences > Portal Gender Identity

Changes made here will be applied to all schools. Gender and Pronoun fields must be enabled in the Core Attribute/Dictionary tool to display.

Display Gender: ☒ ? Display Pronoun: ☒ ?

Core Attribute/Dictionary ☆

System Settings > Custom Data and Links > Core Attribute/Dictionary

Save

Core Attribute/Dictionary Editor

- ProgramSession
 - ProgramOptOut
 - ProgramParticipation
 - ProgramParticipationCTE
 - ProgramPerson
 - Pronoun
 - Code
 - End Date
 - Name
 - Start Date
 - State Pronoun Code (Mapping)
- Pitch

Census Attribute Detail

Display Name: Screen Location

Code: Data Type

Field Name: Field Size

Max Size: Seq ☐ Hide ☐ Required ☒

Default Value:

Comments:

Identities

Place the students pronouns in their Identities section.

The screenshot shows the 'Identities' section for a student named Joy, Megan. The interface includes a top navigation bar with 'Census > People > Identities' and a 'Related Tools' dropdown. Below the header, there are buttons for 'Save', 'New', and 'Documents'. The main content area is divided into two sections: 'Identity Information' on the left and a large empty space on the right. The 'Identity Information' section contains various fields for personal data, including 'PersonID' (18802), 'Last Name' (Joy), 'First Name' (Megan), 'Middle Name', and 'Suffix'. A 'Pronouns' dropdown menu is open, showing options: 'H: He/Him', 'S: She/Her', and 'T: They/Them'. The 'Gender' field is set to 'F: Female'. Below these are fields for 'Birth Date', 'Protected Information', 'Race/Ethnicity', 'State Race/Ethnicity', 'Federal Designation', 'Race(s)', 'Hispanic/Latino', 'Race/Ethnicity Determination', 'Birth Country', 'Birth State', 'Date Entered US', 'Date Entered US School', 'Date Entered State School', 'Birth Verification', and 'Home Primary Language'. A right-hand sidebar contains a list of navigation links: 'Add Person', 'Contact Log', 'Demographics', 'Enrollments', 'Fees', 'Food Service Deposit', 'ID History', 'Identities' (highlighted), 'Impact Aid', 'Membership in Households', 'Military Connections', 'Payments', 'Person Documents', 'Programs', 'Relationships', 'School Choice Applications', and 'SIF Person Data'.

Portal Request Processor

The **Portal Request Processor** tool is used by approved staff members to approve or deny changes made by guardians of students through the Campus Parent Portal. Requests submitted through the Portal are listed in the user's [Message Center](#) if they are identified as a Self Service Approver on their district assignment and the student is enrolled in a calendar that the user has rights to in the current year.

Note: Request changes that are made by the guardians are based on the Portal Self Service settings.

Requests that can be made by Guardians are as follows:

Address Requests: Street address changes and Mailing address changes

Family Contact Requests: First Name, Last Name, Middle Name (for non-students) Gender (for non-students) Phone (cell, work, other) Primary and Secondary Email Address

Family Relationship Requests: Relationship types, Legal Guardian Relationship. Emergency Priority

Non-Household Contact Requests: First Name, Middle Name, Last Name, and Suffix of Contact, Gender, Primary and Secondary Email address

Phone Numbers: (cell, work, other), Emergency Priority. Relationship to student. Legal Guardian

Student Demographic Requests

Each type of Portal Request has its own tool right. When granted, the staff person processing the request selects a request from the User Request List, reviews the entered changes made by the guardian and approve or deny the request. Original values display for the processor to know what fields were being changed. The approver can also enter comments related to the request, which are displayed in the Portal for the person who submitted the request.

Portal Request Processor Tool Rights

Address Requests Tool Rights

Staff persons who have rights to the Address Portal Request Processor have two options:

Read Functionality	Write Functionality
Allows a user to view the Household Address Requests if: - The user is assigned Read rights for this Household Address Request tool right AND - The person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Household Address requests if: - The user is assigned Write rights for the Household Address Request tool right AND - The person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights. Staff who have these rights can see the Begin Approval and Deny buttons on the Portal Request Processor.

Family Relationship Requests Tool Rights

Staff persons who have rights to the Family Relationship Portal Request Processor have two options:

Read Functionality	Write Functionality
Allows a user to view the Family Relationship Information requests if: - The user is assigned the Family Relationship Information tool right AND - At least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Family Relationship Information requests if: - The user is assigned Write rights for the Family Relationship Information request tool right AND - At least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights. Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.

Family Contact Requests Tool Rights

Staff persons who have rights to the Family Contact Portal Request Processor have two options:

Read Functionality	Write Functionality
Allows a user to view the Family Contact Information Requests if: - The user is assigned Read rights for this Family Contact Information Request tool right AND - The person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Family Contact Information requests if: - The user is assigned Write rights for the Family Contact Information Request tool right AND - The person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights. Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.

Non-Household Contact Requests Tool Rights

Staff Persons who have rights to the Non-Household Contact Requests Processor have two options.

Read Functionality	Write Functionality
Allows a user to view the Non-Household Contact requests if: - The user is assigned Read rights for Non-Household Contact Request tool rights AND - The person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Non-Household Contact requests if: - The user is assigned Write rights for Non-Household Contact Request tool rights AND - The person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights. Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.

Portal Request Processor Tool Rights

Household Phone Requests Tool Rights

Tool Rights

Staff persons who have rights to the Student Demographic Portal Request Processor have two options:

Read Functionality	Write Functionality
Allows a user to view the Student Demographic requests for students enrolled in schools for which they have current calendar rights. There is no ability to approve or deny the requests.	Allows users to view, approve and deny the Student Demographic requests for students enrolled in schools for which they have current calendar rights. Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.

Student Demographic Requests Tool Rights

Tool Rights

Staff persons who have rights to the Student Demographic Portal Request Processor have two options:

Read Functionality	Write Functionality
Allows a user to view the Student Demographic requests for students enrolled in schools for which they have current calendar rights. There is no ability to approve or deny the requests.	Allows users to view, approve and deny the Student Demographic requests for students enrolled in schools for which they have current calendar rights. Staff who have these rights see the Begin Approval and Deny buttons on the Portal Request Processor.

Portal Request Processor

Census > Change requests > Portal Request Processor

When a new request is made, the staff will see the request in their message Center.

When they go to the Portal request Processor and click on the Request, this is what they would see.

From here, they can start the Approval or denial process

The screenshot shows the 'Portal Request Processor' interface within the Infinite Campus system. At the top, there is a green header with the 'Infinite Campus' logo. Below the header, the title 'Portal Request Processor' is displayed with a star icon. A breadcrumb trail shows 'Census > Change Requests > Portal Request Processor'. The main section contains a 'Show:' filter area with 'Requests made after' (a date picker), 'Request Type' (a dropdown menu set to 'All'), and 'Status' (a dropdown menu set to 'Pending'). Below the filters is a table of requests. The table has five columns: 'Request Date', 'Requester', 'Request For', 'Request Type', and 'Status'. The data rows are as follows:

Request Date	Requester	Request For	Request Type	Status
01/13/2021 16:25	Parent, Paul	Student, Joseph James	Student Demographic	Pending
05/02/2018 11:24	Parent, Cindy	Student, Luisa	Family Contact	Pending
05/02/2018 11:20	Parent, Cindy	Student, Carl	Family Contact	Pending
04/27/2018 18:56	Parent, Lynn	Student, Khloe	Family Contact	Pending

Below the table is a 'Change Request' section. It displays details for a specific request:

- Date Submitted: 01/13/2021 16:25:00 -0600
- Requested By: Paul Parent
- Requested For: Joseph James Student
- Enrollment: 2020-21 Drew Middle School (Grade: 08)
- Request Type: Student Demographic
- Requester Comments: Update to Suffix
- Status: Pending

Below the details is a 'Request Detail' table:

Field	Original Value	Change Request
Suffix		Jr.

At the bottom right of the 'Change Request' section, there are two buttons: 'Begin Approval' (highlighted in yellow) and 'Deny'.

Self Service Options

- Campus Student users (usually enrolled students) are not able to request changes to their data unless they are emancipated and their own guardian.
- Student Demographic information, Household Contact information, Phone and Addresses can be viewed and modified for individuals marked as the student's guardian. The guardian does not need to reside in the student's primary or secondary household.
- Staff who have students in the district are allowed to view and edit information, as defined in the table shown on prior page . Staff who do not have students in the district should use [My Data](#) to request changes to demographic, household and contact information.

Note the following:

- Self Service options are District-wide.
- Users have to determine which items to display and which items to allow for change requests.
- Districts can choose to allow parents/guardians to request updates to Census information via [Campus Student](#) and [Campus Parent](#). Submitted update requests are then reviewed by an authorized staff person using the [Portal Request Processor](#), and each request can be approved or denied individually.

Self Service Options

The Portal Self Service options allow districts to display and allow updates to Census data for users of Campus Parent and Campus Student. Information can be selected at a granular level allowing districts to choose what information can be viewed and what information can be updated. Districts are able to review all update requests submitted prior to updating the database

System Settings > Portal Preferences > Self Service Options

Infinite Campus

Self Service Options ☆

Save

Portal Options

NOTE: Self Service options are determined at the district level. Selections made here will apply to all schools.

The following options determine which Census information is displayed on Campus Parent and Campus Student Portals and which can be edited by guardians. All requests for change will be routed through the Portal Request Processor for approval unless Auto-approve is selected.

Demographics

- ☒ Activate Demographics
 - ☒ Display Student Demographics
 - ☒ Include Race/Ethnicity
 - ☒ Include Social Security Number
 - ☒ Allow Change Requests
 - ☒ Display Non-Household Contacts
 - ☒ Display Only for Primary Household Guardians
 - ☒ Allow Change/Removal Requests
 - ☒ Allow New Contact Requests

Demographics Comments:

<> ¶ B I U ☰ ☷ ⌵ ⌶ 🖨️ 📅 ↺ ⏪ ⏩ ✎

Parents and guardians may submit change requests to update student information.

Self Service Options - Push to Notifications

Staff must activate the Enable Push notifications in order for the Parents to get the Notifications.

System Settings > Portal Preferences > Push Notifications

Push Notifications ☆

Save

Portal Options

NOTE: Push Notification is enabled at the district level. Selections made here will apply to all schools.

When enabled, users of the mobile portal app who have subscribed to notifications will receive push notifications informing them of changes to the student data available in the mobile portal.

SSL has been disabled on push notification communications.
This setting should not be used for production.
Contact a system administrator to enable SSL.

Enable Push Notifications ☒

Service Status	Active
Service Connectivity	Connection could not be established.
Service Error (01/08/2026 11:36)	Unable to connect to message broker, verify settings and network connectivity. Push notifications will not be sent until this issue is resolved!

Self Service Options - Push to Notifications (Cont'd)

This is what the parent will see in their portal notification settings page, if the district enables the Portal push notifications.

< Back | Notification Settings

Select notifications to receive. Notifications are deleted after 30 days.

- ☒ Assignment is scored
All scores
- ☒ Grade is updated
All grades
- ☒ Section Feed Posts
- ☒ Section Feed Replies
- ☒ Attendance is updated
- ☒ Responsive course is scheduled
- ☒ Document requires eSignature

The definitions are as follows:

Grades: grades that are entered/changed

Assignments: assignment scores that are entered

Attendance: If a student is Absent or tardy

Responsive Schedule: notifies of a future responsive Course

Document requires esignature: For uploaded documents that require a signature

Custom Reports - Set Portal

NOTE: This functionality is available to districts that have purchased the Multi-Language Editor as an add-on service. For more information, contact the appropriate Client Relationship Manager

Grading & Standards > Report Translation Module Tools > Custom Reports - Set Portal

The Custom Reports—Set Portal Options tool manages which custom reports and transcripts are displayed on the portal by school. The Calendar and School are based on the calendar and school the user has rights to and has selected in the action bar.

Select which report to display in the portal per school, then click **Set Portal Status**. The **Check/Uncheck All** option can mark all options en masse. Parents/guardians who have students in the selected school can view the custom report for that calendar.

Custom Reports - Set Portal ☆

Custom Reports - Set Portal Option

Set Portal Status

School	Calendar	Report	Show In Portal
			Check/Uncheck All
			☐
Edmund W. Miles MS	MS 25-26	EWMMS Progress Report Quarter 2	☐
Edmund W. Miles MS	MS 25-26	EWMMS Progress Report Quarter 3	☐
Edmund W. Miles MS	MS 25-26	EWMMS Progress Report Quarter 4	☐
Edmund W. Miles MS	MS 25-26	EWMMS Report Card Quarter 2	☐
Edmund W. Miles MS	MS 25-26	EWMMS Report Card Quarter 3	☐
Edmund W. Miles MS	MS 25-26	EWMMS Report Card Quarter 4	☐
Edmund W. Miles MS	MS 25-26	EWMMS Progress Report Quarter 1	☒
Edmund W. Miles MS	MS 25-26	EWMMS Report Card Quarter 1	☒

Translation Language Setup

The Translation Language Setup and Translation Setup tools allow districts to provide content to students and parents in other languages for their Portal experience.

The Languages editor allows users to add languages and assign them a language code. Once a language is added, translations can be assigned for fields that display in Campus Parent and Campus Student.

The screenshot displays the 'Translation Language Setup' interface. At the top, there are three buttons: 'Save Language' (with a floppy disk icon), 'Delete Language' (with a trash can icon), and 'New Language' (with a plus icon). Below these buttons is a 'Language Editor' table with two columns: 'Name' and 'Language Tag'. The table lists several languages, with 'Spanish' highlighted in blue. To the right of the table is a 'Language Detail' form for the selected language, 'Spanish'. This form has two fields: '*Name' with the value 'Español' and '*Code' with the value 'Spanish: es'. The breadcrumb navigation at the top right reads 'System Settings > Portal Preferences > Translation Language Setup'.

Name	Language Tag
Arabic	ar
English	en
Hmong	hmn
Oromo	om
Simplified Chinese	zh-Hans
Somali	so
Spanish	es
Swahili	sw
Traditional Chinese	zh-Hant

Language Detail

*Name: Español

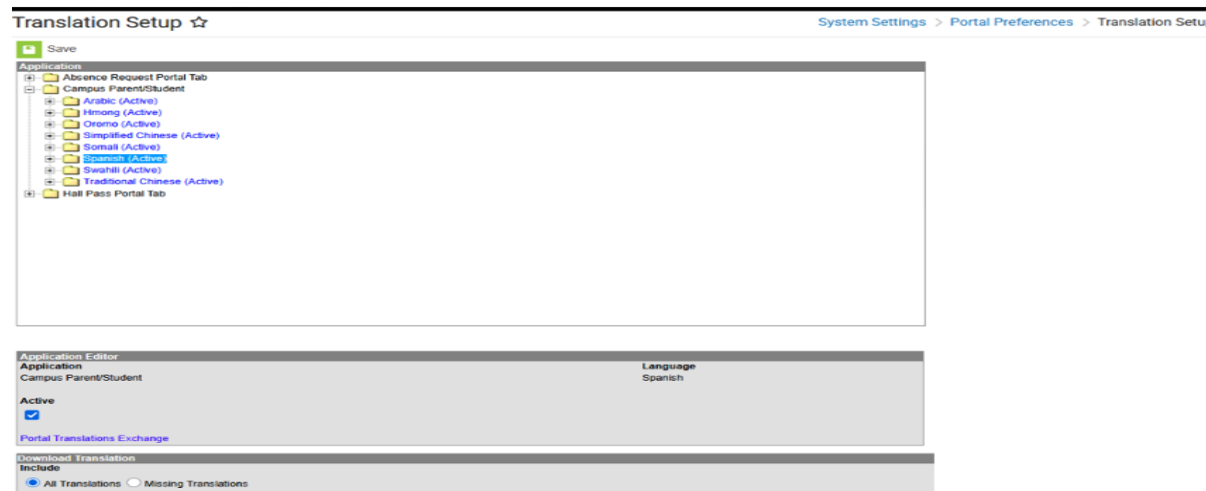
*Code: Spanish: es

Translation Language Setup (Cont'd)

The Translations tool allows you to enter a language translation for individual fields within a specific tool (module) or application.

Once a language is created, translations are entered by the district for the field names, and the language is activated, users can select this language from a dropdown list at the bottom of the Campus login page.

Note: make sure when you enter a language, it is clicked to active.



Suggested User Groups

Typically, users of these tools have already been assigned one or more Product Security Roles that grant administrative-level access; therefore, a user group assignment is not necessary.

If your district's needs are different, you may choose to create a group that meets those needs.

Portal Tool Rights

Portal Preferences Tool Rights

**Portal Display
Options Tool
Rights**

**Portal Preferences
Reports Tool
Rights**

**Portal Gender
Identity Tool
Rights**

**Portal Home
Screen Tool Rights**

**Push Notifications
Tool Rights**

**Portal Self Service
Option Tool Rights**

**Portal Translation
Language Setup
and Translation
Setup Tool Rights**

Portal Display Options Tool Rights

These are the different tool rights for different areas of the portal

Portal Display Options Tool Rights

The **Portal Display Options** allow schools to determine which tools and data are available in the Campus Student and Campus Parent Portals. This tool is scoped to the school selected in the Campus toolbar.

See the [Portal Display Options](#) article for details on the Portal Display Options tool.

Portal Display Options ☆

System Settings > Portal Preferences > Portal Display Options

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year: All, Previous Year, Active Year, Future Year

Filter Calendars by Status: All, Enabled, Disabled

Display Options Template

School: High School Template: High School

Template Name: High School

Description:

Calendars Assigned to the Template (1)

Display Options

Enable tools and select display options for both the Campus Student and Campus Parent Portals (unless otherwise noted).

Expand All Collapse All

Tool Name	Students	Parents	
Academic Plan	✓	✓	+
Access Log			+
Activity Registration	✓	✓	+
Assessments	✓	✓	+
Assignments	✓	✓	+
Attendance	✓	✓	+

Available Tool Rights

R	W	A	D
- Access and view the Portal Display Options. - Filter calendars by status. - Filter calendars by school year. - Select and view School Options templates and Calendar/Term Settings. - Use the Expand All/Collapse All to view selected display options.	- Modify existing display option templates and settings. - Create new templates. - Assign calendars to templates. - Modify calendar and term settings. - Use the Batch Edit tools to copy and edit templates, and to edit calendar and term settings.	N/A	Delete portal option templates.

Portal Preferences Reports Tool Rights

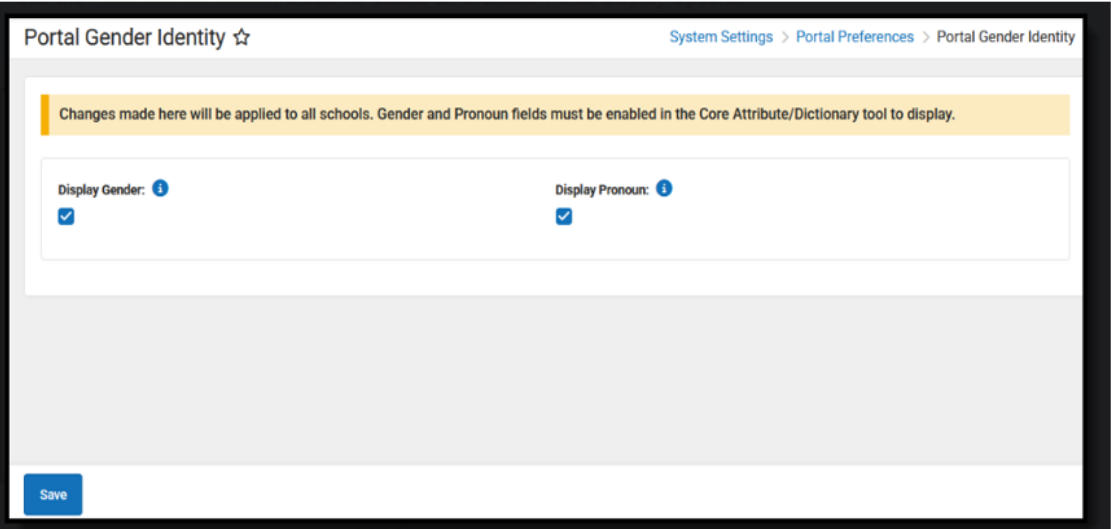
Since generating a report doesn't add or change existing data, **only Read rights are required**. Write/Add/Delete rights, if granted, have no impact

▼ Portal Preferences	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Portal Display Options	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Display Options Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Portal Gender Identity	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Home Screen	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Request Summary Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Portal Usage Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Push Notifications	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Self Service Options	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Translation Language Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Translation Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ System Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Portal Gender Identity Tool Rights

The **Portal Gender Identity** tool allows schools to choose whether Gender and Pronouns are displayed in Campus Student and Campus Parent portals, specifically when viewing Demographics, Meal Benefits and OLR. This requires the following: Pronouns and Gender are enabled in the [Core Attribute Dictionary](#).

Pronouns have been set up in the [Pronoun Setup](#) tool: Census > People Setup > Pronoun Setup



Available Tool Rights

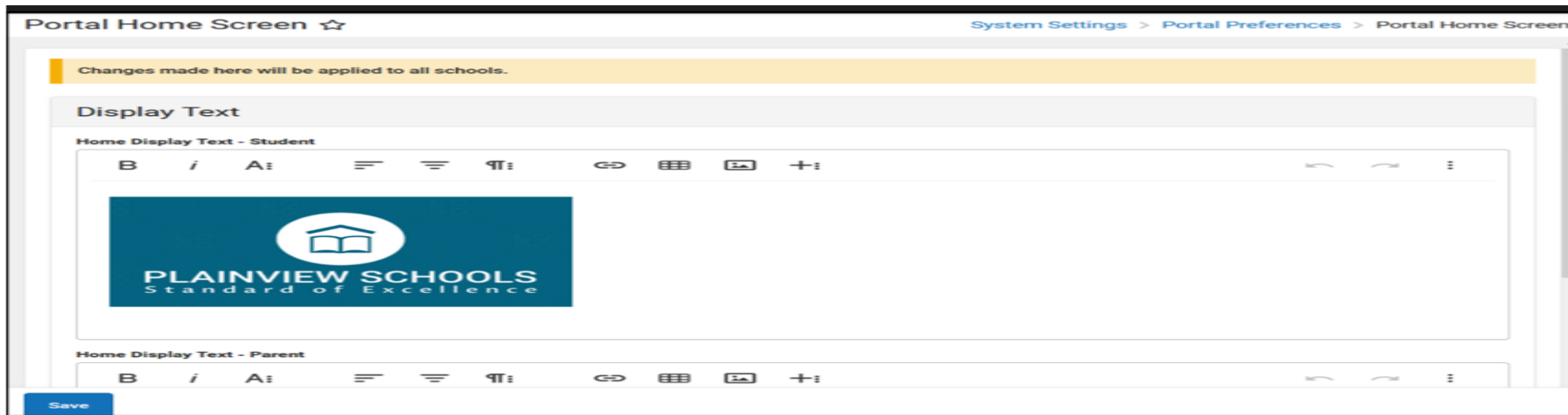
R	W	A	D
• Access and view the Portal Gender Identity options. • Review the available tooltips for the listed options.	• Modify and save the selected options for Gender and Pronoun.	N/A	N/A

The **Display Gender** and **Display Pronoun** preferences apply to the Demographics tool in Campus Student and Campus Parent. If the Demographics tool is not enabled in [Portal Display Options](#), these options have no effect. Both options are disabled by default, unless the district has Self Service Options > Activate Demographics > Display Student Demographics enabled.

Note: Display of Gender and Pronoun fields also depend on whether the fields are enabled in the Core Attribute/Dictionary. Pronoun options are managed via the [Pronoun Setup](#) tool.

Portal Home Screen Tool Rights

The **Portal Home Screen** tool allows districts to add a message that displays for all Campus Student and Campus Parent users.



The screenshot shows the 'Portal Home Screen' configuration page. At the top, a breadcrumb trail reads 'System Settings > Portal Preferences > Portal Home Screen'. Below this is a yellow notification bar stating 'Changes made here will be applied to all schools.' The main section is titled 'Display Text' and contains two editors. The first editor, 'Home Display Text - Student', shows a preview of the Plainview Schools logo (a blue square with a white house icon and the text 'PLAINVIEW SCHOOLS Standard of Excellence'). The second editor, 'Home Display Text - Parent', is currently empty. Both editors have a rich text toolbar with options for bold, italic, font color, background color, bulleted list, numbered list, link, unlink, table, image, and more. A 'Save' button is located at the bottom left of the interface.

Display text entered in this tool displays for all students or parents, respectively. Use the WYSIWYG to format text and include images or links. Use the first editor for [Campus Student](#) and the second editor for [Campus Parent](#). Entered text, links, and images display at the top of the Home screen in Campus Student or Campus Parent

Portal Home Screen Tool Rights (Cont'd)

Portal Home Screen ☆

System Settings > Portal Preferences > Portal Home Screen

Display Text

Home Display Text - Student

B i U A: [align icons] [link icon] [table icon] [media icon] [plus icon]

Home Display Text - Parent

B i U A: [align icons] [link icon] [table icon] [media icon] [plus icon]

Available Tool Rights

R	W	A	D
Access and view the Portal Home Screen tool.	Modify and save the information entered on the Portal Home Screen tool.	N/A	N/A

Push Notifications Tool Rights

When enabled, users of the mobile portal app who have subscribed to notifications, receive push notifications informing them of changes to the student data available in the mobile portal.

Push Notifications ☆

System Settings > Portal Preferences > Push Notifications

Save

Portal Options

NOTE: Push Notification is enabled at the district level. Selections made here will apply to all schools.

When enabled, users of the mobile portal app who have subscribed to notifications will receive push notifications informing them of changes to the student data available in the mobile portal.

SSL has been disabled on push notification communications.
This setting should not be used for production.
Contact a system administrator to enable SSL.

Enable Push Notifications☒

Service StatusActive

Service ConnectivityConnected

Available Tool Rights

R	W	A	D
Access and view the Push Notifications tool.	Modify and save the selection for Enable Push Notifications.	N/A	N/A

Portal Self Service Option Tool Rights

The **Portal Self Service Options** allow districts to display and allow updates to Census data for users of Campus Parent and Campus Student

Self Service Options ☆

System Settings > Portal Preferences > Self Service Options

Save

Portal Options

NOTE: Self Service options are determined at the district level. Selections made here will apply to all schools.

The following options determine which Census information is displayed on Campus Parent and Campus Student Portals and which can be edited by guardians. All requests for change will be routed through the Portal Request Processor for approval unless Auto-approve is selected.

Demographics

☒ Activate Demographics

☒ Display Student Demographics

☒ Include Race/Ethnicity

☒ Include Social Security Number

☒ Allow Change Requests

☒ Display Non-Household Contacts

☒ Display Only for Primary Household Guardians

☒ Allow Change/Removal Requests

☒ Allow New Contact Requests

Demographics Comments:

<> B I U

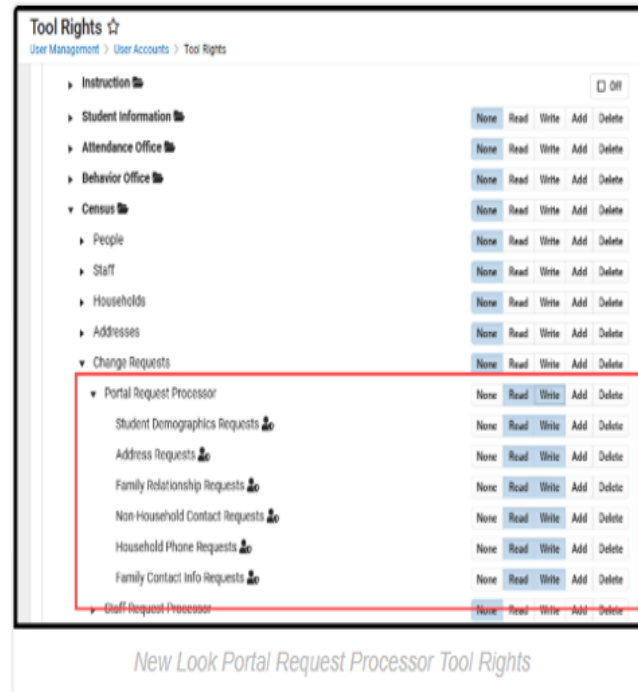
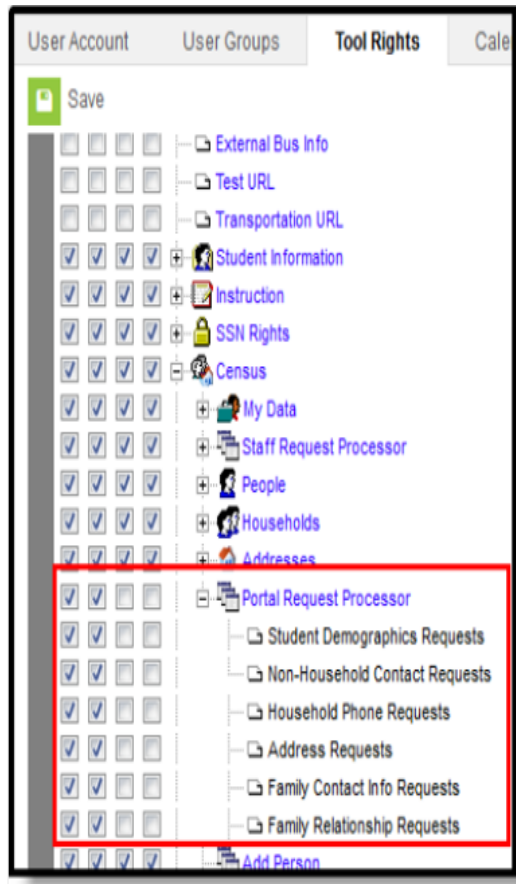
Self Service Demographics Comments

Available Tool Rights

R	W	A	D
Access and view the Self Service options.	Modify and save the selected Self Service options.	N/A	N/A

35

Portal Request Tool Rights



Portal Request Acceptance and Denial

Before assigning tool rights, consider how the district processes data:

Administration Type	Suggested Configuration	Result
Centralized Processing	Assign Read and Write access for all Portal Request types to a person who has All Calendar rights.	Selected persons are able to process all requests submitted via the portal for the entire district.
Decentralized Processing	Assign school-level administrators Read and Write access to one or more request types.	Selected persons are able to process all requests that impact students in their school. Any request made for someone that is either enrolled in the school, related to a student enrolled in the school or lives with a student enrolled in your school, they are able to see and process the requests. If the person is related to students in multiple schools, each school administrator sees the request.
Mixed Processing	Assign some Portal Request types for centralized processing (e.g., addresses) and some types for school-level processing (e.g., Student Demographics) depending on district process.	

When reviewing and approving/denying a list of portal requests, work in oldest date order to newest date order.

Portal Reports

The Display Options Report lists the display options for the selected calendars. [Display Options](#) are the various tools and additional data that can be enabled on [Campus Student](#) and/or [Campus Parent](#). Display options are managed via templates, which then have calendars assigned to them.

The screenshot shows the 'Portal Display Options Report' interface. It includes an 'Instructions' section, a 'Set Up' section with a search bar and a 'Show Active Year Only' toggle, a list of calendars with expand/collapse buttons, and a 'Report Options' section with two columns of checkboxes for various display options. At the bottom, there are 'Output Options' for format type (PDF or CSV) and buttons for 'Apply' and 'Print'.

Portal Display Options Report ☆

Instructions
This report lists the portal display options for each selected calendar.

Set Up
Only Calendars from the active year, the previous year (that can be extended), or the future year are available.

Search Calendars: Find Schools & Calendars ☒ Show Active Year Only

▼ ☐ 25-26
 ▼ ☐ Arthur Elementary
 ☐ 25-26 Arthur Elementary
 ☐ KG 25-26 Arthur Elementary
 ▼ ☐ Carter Middle
 ☐ 25-26 Carter Middle
 ☐ Cleveland Elementary
 ▼ ☐ 25-26 Cleveland Elementary
 ☐ KG 25-26 Cleveland Elementary
 ▼ ☐ Fillmore Middle School
 ☐ 25-26 Fillmore Middle School
 ▼ ☐ Harrison High
 ☐ 25-26 Harrison High
 ▼ ☐ Taylor K-8
 ☐ 25-26 Taylor K-8
 ▼ ☐ Van Buren High School
 ☐ Van Buren High School 25-26

Report Options

☒ Academic Plan ☒ Access Log ☒ Activity Registration ☒ Assessments ☒ Assignments ☒ Attendance ☒ Behavior ☒ Contact Preferences ☒ Course Registration ☒ Documents ☒ Food Service ☒ Food Service - Barcode ☒ Grades ☒ Health	☒ Learning Tools ☒ Lockers ☒ Responsive Schedule ☒ Schedule ☒ School Choice ☒ Section Feed ☒ Student Questions ☒ Transportation ☒ Other: Student Picture ☒ Other: Student Number ☒ Other: Student State ID ☒ Other: Counselor Email ☒ Other: Blended Learning Group Name ☒ Other: Barcode of Student Number
---	--

Include Display Text ☒
Show Enabled Options Only ☐

Output Options

Format Type
☒ PDF
☐ CSV

Portal Request Summary Report

The Portal Request Summary Report lists requests submitted via the portal, the person who requested the update, the person for whom the request was made, who processed the request, the date it was requested, the date it was processed and the status of the request. These requests are processed using the [Portal Request Processor](#).

The screenshot shows a web interface for configuring the 'Portal Request Summary Report'. The page has a breadcrumb trail: 'System Settings > Portal Preferences > Portal Request Summary Report'. The main heading is 'Portal Request Summary Report' with a star icon. Below the heading is a description: 'This report will generate a list of requests submitted via the portal, the date requested, the date processed, who processed the request, and the request status.' The configuration section contains several groups of options:

- Which date range would you like to use?**
 - ☒ Requested Date Range (with 'From' and 'to' date pickers)
 - ☐ Processed Date Range (with 'From' and 'to' date pickers)
- Which request types would you like to include?**
 - ☐ Address Requests
 - ☐ Family Contact Requests
 - ☐ Family Relationship Requests
 - ☐ Household Phone Requests
 - ☐ Non-Household Contact Requests
 - ☐ Student Demographic Requests
- Which request statuses would you like to include?**
 - ☐ Approved
 - ☐ Denied
 - ☐ Pending
- What comments would you like to include?**
 - ☐ Comments made by the person who submitted the request.
 - ☐ Comments made by the person who processed the request.
- How would you like the report sorted?**
 - ☒ The person for whom the request was made (Requested For)
 - ☐ The person who submitted the request (Requested By)
 - ☐ Date requested
 - ☐ Date processed
 - ☐ Status of request
- Report Format:**

Portal Usage Report

The Portal Usage Report lists which students and parents have Portal accounts, and the login activity on those accounts. A version of this report is also available for [administrators](#).

The screenshot shows the 'Portal Usage Report' configuration interface. At the top, there's a breadcrumb trail: 'System Settings > Portal Preferences > Portal Usage Report'. Below this is a blue header bar with the title 'Portal Usage Report' and a star icon. A descriptive text box states: 'The Portal Usage Detail report generates a list of Campus Student Portal & Campus Parent Portal accounts with usage for the Date Range entered. Filter by students, course, Ad hoc filter, or grade level.'

The main configuration area includes the following options:

- What type of report would you like?**
 - ☒ Detail
 - ☐ Summary
- What dates would you like to use for the portal access count?**
 - Start Date: 10/18/2023
 - End Date: 10/18/2023
- ☐ Only include students that were actively enrolled during the above date range.
- ☐ Only include students and parents that have accessed the Portal within the above date range.
- ☐ Only include parents/guardians who have never accessed the Portal.
- ☐ Include parent accounts whose students' accounts are disabled.
- ☐ Include parent accounts whose students do not have user accounts
- ☐ Sort by student's last access date (PDF only).

At the bottom, there are two more controls:

- Enrollment Year:** A dropdown menu currently showing '23-24'.
- Filter On:** A dropdown menu currently showing 'Students'.
- Student Name:** A search input field with the placeholder text 'Search for a person'.

Areas that require a checkmark in order to be seen on the Portal

Here are some Random areas where you would need to check off portal, in order for it to be seen on the Portal

Grading Task Setup ☆ [Grading & Standards](#) > [Grading Setup](#) > [Grading Task Setup](#)

Save Delete New New One-time Task

Grading Task Detail

*Name			Abbreviation
Mid-Term			
Number	Seq	Code	Posts to Transcript
	2	PROG	☐
State Reported			External LMS Exclude
☒			☐
Include in Report Card	Include in Portal	Archived	
☒	☒	☐	
Parent Grading Task			
Comments			

Assessment Center ☆ [Student Information](#) > [Assessment Administration](#) > [Assessment Center](#)

Test Type

☒ District Test

☐ Teacher Scored

☐ Hide from Student

☐ State Test

☐ National Test

Display Settings

Display Options

☒ Display in Portal

☐ Display in Transcripts

☐ Scale Score

☐ Results

PESC Test (eTranscript)

PESC Sub-Test (eTranscript)

[Save](#) [Cancel](#) [Delete](#) [Copy](#) [Save & Next](#)

Areas that require a checkmark in order to be seen on the Portal (Cont'd)

Random areas where you would need to check off portal, in order for it to be seen on the Portal

Report Setup ☆ [System Settings](#) > [System Preferences](#) > Report Setup

[New](#) [Save](#) [Delete](#)

Report Detail

Name: Test Report Card *Type: Report Card Available in: ☒ Instruction ☒ Portal - Active ☐ Portal - Historical

Description:

Report Options

Report Display Name:

Report Type: ☒ Conventional Report Card ☐ Standards-Based Report Card

Display Grades: ☒ Posted Grades ☒ In-Progress Grades

Report on Terms: ☒ Main - Terms ☒ Term 1 ☒ Term 2 ☒ Term 3 ☒ Term 4

Tasks to Display: ☒ All Standards and Tasks ☐ Graded Standards and Tasks Only

Grading Tasks: ☐ Select all grading tasks

State Reported

- CTE State-Approved Assessment
- OLL Semester Grade - State Reported (CPGR)
- OLL Semester Grade - State Reported (CPTSA)
- OLL Term Grade - State Reported (CPGR)
- OLL Term Grade - State Reported (CPTSA)

Standards

English Language Arts HS1 > Reading

- Key Ideas and Details
- Craft and Structure
- Integration of Knowledge and Ideas
- Range of Reading and Complexity
- English Overall Proficiency

English Language Arts HS1 > Writing

- Text Type and Purposes
- Production and Distribution of Writing
- Integration of Knowledge and Ideas
- Research to Build and Present Knowledge

English Language Arts HS1 > Speaking and Listening

- Comprehension and Collaboration

Course Information ☆ [Scheduling & Courses](#) > [Courses](#) > Course Information

1300 Integrated Math III [Related Tools](#)

Advisory: ☐ Homeroom: ☐ Responsive: ☐

Course Setup

Subject Type: CORE: Core Academic Subject Area Core Academic Class: (Required) MAT: Mathematics

Transcript: ☒ GPA Weight: 1.000 Bonus Points: ☐ Course-Only Curriculum: ☐

Attendance: ☒

Standards-Based: ☐ Hide Standards On Portal: ☐ Ignore Master Push: ☐ External LMS Exclude: ☐

Activity:

[Save](#) [Delete](#) [Push To Sections](#) [Settings](#)

Areas that require a checkmark in order to be seen on the Portal (Cont'd)

Random areas where you would need to check off portal, in order for it to be seen. on the Portal

Behavior Preferences ☆ Behavior Office > Settings > Behavior Preferences

Save

Behavior Preference Options

Display Special Ed option on reports setup. Yes ▼

Display Race and Ethnicity option on reports setup. Yes ▼

Display Gender Identity option on reports setup. Yes ▼

Select Default Administrators to notify ("CTRL-click or SHIFT-click to select multiple").

- Administrator, Demo
- Administrator, System
- Axtman, Deborah
- Backes, Pearce
- Baxter, David
- Hamilton, Adrianna
- Keith, Palmer

Automatically select the "Display on Portal" option on the behavior incident. Yes ▼

Notify the person who enters the referral when a resolution has been assigned. Yes ▼

Add Parent/Guardian signature line on the Behavior Detail Report. Yes ▼

Add Administrator signature line on the Behavior Detail Report. Yes ▼

Add Student signature line on the Behavior Detail Report. Yes ▼

Require behavior approver for Behavior Response. Yes ▼

Require behavior resolution before behavior incident can be set to complete. No ▼

Lock behavior discipline incidents that have a status of Complete. No ▼

Require participant before behavior incident can be set to complete. No ▼

Require participant before behavior referral can be submitted. No ▼

Announcement Setup ☆ Communication > User Announcements > Announcement Setup

Save Delete New

Announcements List

Name	Campus	Sticky	Portal	Start Date	End Date
The west entrance will be closed to students sta	X	X			01/08/2024
All staff, parents, and students. Our district i	X		X	12/23/2022	06/22/2023
REMINDER: All grades must be posted by NOON Frid	X	X		12/07/2022	12/09/2022
Harrison High Homecoming events are scheduled fo	X		X	07/22/2022	09/22/2022
We are looking for staff to help supervise prom		X		02/28/2022	05/06/2022
Due to the extreme temperatures, students should	X	X		02/09/2022	02/11/2022
Parent/Teacher Conferences will be held Friday,	X	X		09/22/2021	11/01/2021
Reminder: Don't forget to wear your school color	X	X	X		
Term 1 Report Cards are now available to view o			X		

Announcement Detail

School Harrison High

Start Date 12/23/2022 End Date 06/22/2023 Publish to Campus ☒ Sticky ☐ Publish to Portal ☒

Text

All staff, parents, and students. Our district is celebrating its 50th anniversary! Thank you all so much for being a part of our great community!

Have Questions?

Need more help?

Campus Community is a great resource!

<https://kb.infinitecampus.com/help/portal-overview>

<https://kb.infinitecampus.com/help/portal-setup-admin>

<https://kb.infinitecampus.com/help/portal-preferences-tool-rights>

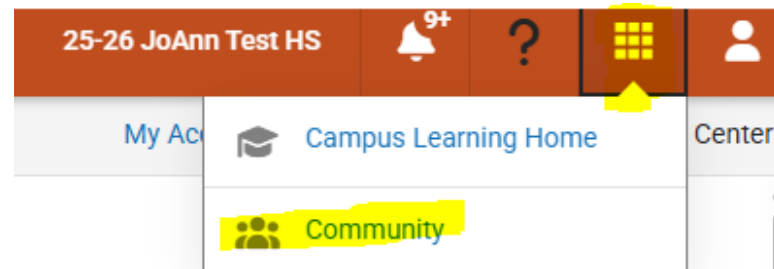
<https://kb.infinitecampus.com/help/portal-display-options>

<https://kb.infinitecampus.com/help/campus-parent-portal>

<https://kb.infinitecampus.com/help/146d3c1>

<https://kb.infinitecampus.com/help/portal-gender-identity-1>

Click the Campus Community link in your Campus header, and search the Knowledge Base.





Eastern Suffolk BOCES Board and Administration

President

Lisa Israel

Vice President

Robert P. Sweeney

Members

Arlene Barresi
Angelo ~~Cassarino~~
Linda S. Goldsmith
William Hsiang

Kelli Anne Jennings
Susan Lipman
Joseph LoSchiavo
Anne ~~Mackesey~~
James F. McKenna

Brian O. Mealy
Victoria Molloy
Catherine M. Romano
John Wyche

District Superintendent

Jasmin Varela, Ed.D.

Chief Operating Officer

David Wicks

Associate Superintendent

~~Claudy Damus-Makelele~~ - Educational Services

Associate Superintendent

James J. Stucchio - Management Services

Assistant Superintendent

Nichelle Rivers, Ed.D. - Human Resources

Directors

Leah Arnold - Career, Technical and Adult Education
Kate Davern - Educational Support Services
Arlene Durkalski - Human Resources
Mark Finnerty - Facilities
Katelyn Fretto - Business Services
Gina Reilly - Special Education
Darlene Roces - Regional Information Center
Elaine Romeyk - Administrative Services
Jachan Watkis - Diversity, Equity, and Inclusion

www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.