

How to Check Attendance in Infinite Campus

1. Log onto the site: <https://campusportal.sweetwaterschools.org>
2. Enter the username and password
 - Username: ID
 - Password: first initial, last initial, 6 digit birthday

Student ID

First initial, last initial, 6 digit birthday

Infinite Campus Transforming K12 Education®

Campus Portal

Sweetwater Union High School District

Username

Password

Sign In >>

HELP ▾

In English | En Español | 中文簡體 | 中文繁體

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www.infinitecampus.com

3. If you have never logged it, it will ask you if you want to set up security preferences. You can do this now, or click “Not Now.”

Infinite Campus Transforming K12 Education®

Security Preferences

Update Your Security Preferences

To better protect your privacy and security, going forward all users will be required to add additional security preferences when registering a new account or logging into an existing account. Security preferences are another layer of protection for your account and will allow you to reset your password should you ever need to. Users can log in up to three times before these settings will be required.

Would you like to update your security preferences now?

Yes >> Not Now X

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- Once logged in, you will see your home page. If any of your teachers are using Infinite Campus for grade, you may see messages from them on the home screen.

District Announcements - 0 messages

School Announcements - 0 messages

Inbox - 2 messages (2 new)

Date	Subject
07/24/2016	Biology Reminder for Monday
07/22/2016	Test email via Infinite Campus from Biology

Looking for your District ID?
Click the button to the right to get your District ID, so you can log in to our mobile applications!

Get District ID

Any messages from teachers using Infinite Campus for grades show here.

- Note: there is also a mobile version of Infinite Campus for phones and tablets. You must have the District ID to enter to use on a phone or table, but it does not show when you click "Get District ID."

- The District ID is FCPXPV**

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Looking for your District ID?
Click the button to the right to get your District ID, so you can log in to our mobile applications!

Get District ID

This does not show up if you click on it.

The District ID is: **FCXPV**

You need this to use the app on a mobile device.

- To check attendance, click the **Attendance** tab in the left bar. Note that all unexcused absences must be cleared within 30 days or else the student must attend Saturday School to clear them.

- There are different ways you can view attendance. The **Course Tab** will show attendance by the student schedule. It lists cumulative absences and tardy totals at the bottom. Any combination of 6 or more places the student on the non-privileged list.

8. You can also view attendance by date. When viewing, look for “As” and “Ts” in orange, as they are unexcused.

Course Period Day Term

Attendance Summary by Day

Date	0	1	2	3	4	5	7
10/18/2016 Tue				T	T		
10/17/2016 Mon		T					
10/14/2016 Fri		A	A		T		
10/13/2016 Thu					T	A	
10/11/2016 Tue					T	A	
10/10/2016 Mon		A	A	A			
10/07/2016 Fri		A					
10/06/2016 Thu						T	
10/05/2016 Wed					T		
09/16/2016 Fri						T	
09/15/2016 Thu					A	T	T
09/14/2016 Wed		A					
09/13/2016 Tue					T	T	
09/12/2016 Mon		A	A	A			

Day Tab

Show tardies and absences by period by date. You are looking at "As" and "Ts" in orange as these are unexcused/ unknown.

9. Last, you can view total attendance by term to get totals for the semester. Note students that have 10 or more days absent will be sent to the District Attendance Review Board, and legal action may occur.

Course Period Day Term

Attendance Summary by Term

Term	Days Absent	Periods Absent	Tardy	Present
S1 (07/20/2016-12/16/2016)	10.5	51	30	3
S2 (01/10/2017-06/02/2017)	0	0	0	0
Total	10.5	51	30	3

Term Tab

Shows cumulative absences and tardies for the semester.

Students with 10 or more total days absent will be referred to the district Student Attendance Review Board and have to appear in person at the district. There are legal ramifications at this point.

10. Students and Parents/ Guardians should check attendance weekly to make sure they are aware of any issues that need attending. If you download the mobile app, you will receive instant notification if your student is marked absent or tardy in a class.

Campus Mobile Portal



One Touch. Tons of Info.

Go Mobile.

Anytime, anywhere access. Get your Campus Portal information when you want it from your mobile device.

Step 1 Download the App

Download the **Infinite Campus Mobile Portal** application from any of the following app stores:



Step 2 Launch the App and Enter in the District ID

 • Select Settings.
• Enter your District ID: **FCXPV**
• Select Go.

Step 3 Enter Portal Account to Sign In

• Enter your Campus Portal username and password
• Select Go/Sign In.