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

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.”
4. 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.

5. 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 tablet, but it does not show when you click “Get District ID.”
   - The District ID is FCPXPV
6. 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.

7. 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.

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.
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.