

Dear Parents & Students:

This semester we are joining Highland High School and Canyon Valley School in piloting the use of the Infinite Campus grade book. We appreciate the patience of our parents, students and teachers as we embark on this project in evaluating the program for possible future district-wide implementation. Grade and assignment information, attendance information and communications from teachers and the school will be available on the Infinite Campus Portal. In the introductory phase, access to the information on the Portal for both students and parents will be accessed from the Student Portal using the student's ID.

**Portal URL:**

<https://ic.gilbertschools.net/campus/gilbert.jsp>

**Once there, use the Student ID Number as the username.**

**The password is <first initial><last name initial><birthdate in MMDDYY format>**

**An example for Abraham Lincoln would be "a1021209"**

Inside the portal, students and parents will be presented with several choices on the left side of the screen. Clicking on each tab changes the contents of the screen. The information is accurate and reflects any changes recently made.

One area that is particularly important is the "Contact Preferences" tab. Students can use this tab to input their personal email address. This will allow teachers to communicate with students via email.

**IMPORTANT:** At this time, because we are in a pilot phase and only using the student portal to access student information, there is no way for parents to enter their email address into the system themselves. You must contact our office ([kay.gift@gilbertschools.net](mailto:kay.gift@gilbertschools.net)) for us to add your email to the system. Our Technology Services department is in the process of taking email addresses from SnapGrades (JupiterGrades) and migrating those over to Infinite Campus, but this is not a perfect process and some email addresses will be missed.

Once the pilot phase is complete, parents will be provided with a special access code in order to register in the system. You will then be able to update your own email addresses, etc.

We thank you for your patience with this process. Anything new always comes with some obstacles. We understand having access to student information is very important to both parents and students. We hope our pilot will assist the entire district in transitioning over to the new grade book and portal smoothly.

Sincerely,

Joyce Meyer, Principal