

Register Palo Alto students this summer via Infinite Campus

Before leaving town for the summer, Palo Alto Unified School District parents should visit the Infinite Campus portal at <http://pausd.org/parents/InfiniteCampus/index.shtml>.

At this site, parents can update their student's emergency contact list.



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"We have to have emergency information for all of our students before school starts," said Ann Dunkin, director of technology for the school district.

Palo Alto's new school year will begin on Tuesday, Aug. 23, and all information — including

immunization data and emergency contacts — must be entered into the Infinite Campus system by then. A significant change this year is that all students in seventh grade and up must have a Tdap booster vaccination.

More than half of district students now have updated information on file with Infinite Campus.

"We have 5,668 students registered,"

Dunkin said.

The district's technology office works closely with Margie Mitchell, the head of the district's central attendance, to make sure all information is complete and correct. Parents who do not have complete information, or who have non-working email addresses, will be notified by snail mail during the summer.

One common mistake parents make is not designating another person, such as a grandparent or friend as a local emergency contact.

"Of course, if a child gets sick, we call the parents first," Dunkin said. "But if you cannot be reached, the district needs a list of people we can release your child to."

Updates to student information can be done on Infinite Campus from anywhere in the world.

"If you can get an Internet connection anywhere, you can do this in real time without talking to a person," Dunkin said.

However, parents must have their username and password to use the portal. If parents need to set up a new student profile or forgot their password, they should email InfiniteCampus@pausd.org from the same email address they registered with.

For assistance from an actual staff member, the district registration office is open from 8 a.m. to 4 p.m. Monday through Thursday, starting Tuesday.

The school district's website has links to an online appointment system. This appointment system provides estimated times to complete various tasks, ranging from delivering an immunization record (5 minutes) to registering multiple students new to the district (60 minutes). A list of information and documentation needed can be viewed at <http://pausd.org/parents/registration/index.shtml>.

A district employee is on call at the technology office at 650-329-3776 for anyone who needs help with the system. If a parent forgets his or her password, the Infinite Campus account will be reset to allow the parent to choose another username and password. Passwords are not sent through email for security reasons.

This is the final School Matters column for the current school year. Have a good vacation!

School Matters is happy to hear your feedback. Please email comments to schoolmatters@paloaltopta.org to reach Preeva Tramiel.