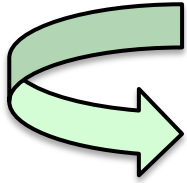


Key Points for Infinite Campus Transition

→ **How To Locate General Student Information**

Spring 2014



Office Staff Use

1. Log into Infinite Campus.
2. Choose the <INDEX> tab.
3. Click **Student Information** on the left side of the screen.
4. Click **General** at the top of the list.
5. The system will take you to the <SEARCH> tab. Enter a student's last name or portion thereof, or type a comma then a student's first name to see a list of all students with that first name.
6. Click on the appropriate student's name.
7. The tabs below should appear, along with the student's picture (if available). The tabs that appear in your view may differ depending on the grade/level of the student.

Assessment	Behavior	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Letters
Waiver	Records Transfer	Report Comments	CTE	Foster Youth	Attendance Letters		
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary

8. Select the tab that is pertinent to the information you are seeking.
 - a. To see if a student participates in a specialized program like GATE or Special Education, select the "Flags" tab. If nothing appears, that student is not in any specialized program. If a student does participate in a specialized program, the program details will be listed.
 - b. To note that a student has been sent an attendance letter for more than ten absences, select "Attendance Letters" and complete necessary information.
 - c. Other tabs you may be most interested in include: Grades, Behavior, Enrollments, Schedule, and Transcript.