

# Schenectady City School District

108 Education Drive  
Schenectady, NY 12303-1238



## ◆ BOARD OF EDUCATION

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August 18, 2017

## **\*FIRST DAY OF SCHOOL IS THURSDAY, SEPTEMBER 7\***

Parents, Guardians and Caregivers,

It's hard to believe that summer recess is coming to a close and the new school year is just around the corner. We have been working extremely hard across the district during the summer months and are very excited about the work that is underway to close the opportunity gap and help our students succeed. As we prepare to move into the new school year, I am excited to provide you with updates on the important work that we have been doing to ensure that race, economics and disability are never predictors of student achievement in our district.

As many of you know, this summer we piloted a four-week Summer Enrichment Program that served more than 600 students. At first, I'm sure the thought of attending school from 8 a.m. – 6 p.m. each day for four weeks during the summer recess, for many, might not have sounded like a typical – or fun – summer break. But, it was. Students and parents quickly learned that each day of our program was packed with, not only reading and math enrichment, but tons of games, activities, themed projects and opportunities for kids to make new friends from their own and different schools. We received an array of fantastic feedback which will help us as we plan to offer a program that will serve even more students next year.

We have so many dedicated educators who have spent a great deal of their summer recess gaining knowledge, experience, strategizing, designing, practicing and understanding.

In addition to the teachers, administrators, clinicians and other staff who worked with students in the summer program, hundreds of teachers participated in professional development programs and institutes. In July, more than 100 teachers from across the district participated in a three-day Trauma Sensitive Institute, designed to shift thinking and provide educators with tools and strategies to better respond to students in trauma. An important focus within this work is to increase engagement with you, the parent.

About a hundred teachers participated in a curriculum writing program and other teachers, who will serve as coaches this school year, participated in a coach training. This is an intervention and resource model that we are expanding across the district this school year to improve teaching and learning.

## ◆ OFFICE OF THE SUPERINTENDENT

**Laurence T. Spring**  
Superintendent

**Patricia Paser**  
Assistant to  
the Superintendent

## **CENTRAL OFFICE**

**Tele:** 518.370.8100

**Fax:** 518.370.8173

**Web:** [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us)

Earlier this month, 230 teachers of grades Pre-K through 6 participated in a week-long Literacy Institute to learn about the most effective practices, to test ideas, practice lessons and design learning experiences for students. Teachers learned about their new classroom libraries and how to build a culture of independent reading. I am pleased that the number of participants in the institute doubled from last year.

Capital project work continues to be underway at many of our schools. Construction of the Mont Pleasant bus loop, the Central Park library and the ongoing work at Van Corlaer and Howe has continued throughout the summer. We are excited to be opening the newly expanded Howe Elementary School at its permanent location on Baker Avenue. Phase II planning which includes work at many elementary schools and Schenectady High School is underway.

This school year, we will be implementing a new Visitor Management System, designed to enhance safety and security in all of our schools. The system is linked with the Sex Offender Registry and will maintain an active log of persons known to pose a threat. Anyone other than an enrolled student or active staff member, is required to show identification before entering the school. With the new system, your identification will be scanned and entered into the system. While your identification will not be scanned each time you visit, you will be required to show it. **Please be sure to bring identification every time you visit your child's school.** This measure is to ensure the safety and security of all of the children in the school. The new system will be piloted at Mont Pleasant Middle School and Schenectady High School on September 6 and then implemented across the district by mid-November. We will follow-up with an updated communication.

This last school year, we launched a new communication tool called "Let's Talk." You can find the tab on the left hand side of the district website or under the Parent dropdown menu. Let's Talk is an engagement platform that is available for you to ask questions and make comments 24 hours a day, 7 days a week. There is a team behind each topic on Let's Talk ready to answer your questions and listen to your feedback. Please feel free to share whatever is on your mind. We want you to know that we are listening.

The beginning of the school year offers a fresh start for all students. Please take the opportunity to remind your children of the importance of hard work and starting off on the right foot. Encourage them to attend school every day and to put forth effort so that they will continue to grow and welcome new challenge. Remember, missing just two days of school a month negatively affects a student's academic performance. Attendance also affects graduation and dropout rates. By 6<sup>th</sup> grade, absenteeism is one of the three signs that indicates that a student is likely to drop out of school.

We have enclosed a checklist and attached important information. Don't forget to return enclosed forms and always keep your child's school updated with your contact information.

Enjoy the remainder of the summer. I look forward to seeing you and your children on the first day of school, Thursday, September 7.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurence T. Spring", written over a horizontal line.

Laurence T. Spring  
Superintendent of Schools



**2017-2018**

If you need this information in another language, please call 881-3413.

Si necesita esta información en otra lengua, por favor llame al

ه پ پده ت اي ترا، يرله كوس ا ته ت تامل عمه پمل به بڑ، ي لو ب 881-3413.

3413 如果您在另一種語言需要這信息，請叫881-3413

تاعد نيات نأجات ح ت لده قمول عم ي ف رخاة غ ل، اجر 881-3413

Nếu bạn cần thông tin này trong NGỮ khác, xin gọi 881-

3413. Bu bilgilere ihtiyacınız varsa, başka bir dilde lütfen

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ب ن ف ل ت 881-3413





**2017-2018**

## **Checklist**

### **The following items are included in this package:**

- Schenectady City School District Vision, Goals, Slogan
- School Start and End Times
- Back to School Nights
- “Who to Call” Guide
- Transportation Information
- The Importance of Attendance
- Information on the Auto Call System, e-News, Text Messaging Alerts, Social Networking, Virtual Backpack and Let’s Talk

### **Enclosed Forms**

\_\_\_ **Update Your Contact Information**

Please fill out and send or bring the contact information sheet to school immediately.

\_\_\_ **Infinite Campus Parent Portal** - You must return the form in person to your child’s school. I.D. Required.

### **For Your Information**

Notification to Parents of Teacher Qualifications

Letters regarding “Priority” and “Focus” Schools and how parents can help. **(English & Spanish)**

2017-2018 Community Eligibility Provision (Breakfast & Lunch)

Code of Conduct

**2017-2018 School Calendar**



**2017-2018**

## **Our Vision**

Schenectady City Schools will be a continually improving school district dedicated to excellence in teaching and learning, equity, engagement and efficiency.

## **Our Goals**

- To build a school community that supports student success and is characterized by creative demonstrated leadership, challenging suitable up-to-date curricula, innovative, varied and engaging methods of teaching and learning, strong community partnerships, and a safe, healthy and supportive climate.
- To build a culture based on high expectations, respect and accountability for performance.
- To communicate effectively with all district stakeholders.

## **Our Slogan**

*Everybody Counts; Everybody Learns*

**Our work is to ensure that race, economics and disability are never predictors of student achievement.**



## **2017-2018 School Times**

### **Elementary Schools (Grade Pre-K through 5)**

Start Time: 8 a.m. Dismissal: 2:15 p.m.

*Drop off and supervision times vary from school to school.*

Half Day Dismissal: 11 a.m.

### **Middle Schools (Grades 6-8)**

Start Time: 8:30 a.m. Dismissal: 3:30 p.m.

### **Schenectady High School & Steinmetz Career and Leadership Academy**

Start Time: 8:30 a.m. Dismissal: 3:30 p.m.



## **2017-2018 Back to School Nights**

Back to School Nights provide an opportunity for you to visit your child's classroom, meet teachers, get a snapshot of what your child will be learning this year, learn what classroom and school expectations are and provide you with some tools to help your child at home.

The 2017-2018 Back to School Night will be held as follows:

### **Elementary Schools**

Thursday, September 14

### **Middle Schools**

Tuesday, September 19

### **Schenectady High School**

Tuesday, September 26

### **Steinmetz Career and Leadership Academy (SCLA)**

Thursday, October 12



If you have questions or concerns regarding the following		Please Contact		Phone Number
<b>1</b>	Your child in school including progress, homework, classroom instruction, behavior.	→	Classroom Teacher	School Phone Number Attached
<b>2</b>	Clarification or additional questions or concerns regarding school matters	→	School Principal	Attached
<b>3</b> If your questions or concerns are not student or school related OR if you feel they have not been answered or resolved by the teacher/principal, please contact the appropriate department as indicated below.				
<b>Student Registration, Attendance Zones</b>		→	<b>Registration</b> Katy Vacca, Beth Brown	370-8101 X-28116/28127
<b>Transportation</b>		→	<b>Transportation</b> Al Valachovic	370-8100 X-28111
<b>Breakfast &amp; Lunch</b> (Menus, Free & Reduced Meals)		→	<b>Food Services</b> Irene Mazzuco	370-8100 X-40111
<b>Academic Programs</b> (Curriculum Areas, Special Programs)		→	<b>Dist. Director Curriculum &amp; Instruction</b> Tonda Dunbar	370-8100 X-40116
<b>Student Support Services</b> including attendance, superintendent's hearings, special education, family services		→	<b>Dist. Director Pupil Personnel Services</b> Andrea Tote	370-8100 X40126
<b>Building and Grounds</b>		→	<b>Director of Facilities</b> Nick Insognia	370-8100 X-40160
<b>School Tax Bills</b>		→	<b>Tax Collector</b> Ann Testa	370-8100 X-40175
<b>Business &amp; Financial</b> (Accounts Payable, Accounts Receivable, Purchasing)		→	<b>Dist. Director Business &amp; Finance</b> Kimberly Lewis	370-8100 X-40128
<b>Athletics</b>		→	<b>Athletic Director</b> Steven Boynton	881-3515
<b>Use of Facilities</b>		→	<b>Custodial Supervisor</b> Brian Hoffman	370-8100 X40162
<b>Employment</b>		→	<b>Dist. Director Human Resources</b> Christina Mahoney	370-8100 X-40133
<b>Communications &amp; Public Relations</b>		→	<b>Public Information Coordinator</b> Karen Corona	370-8100 X-40137
<b>4</b> If you feel that your questions or concerns have not been addressed after contacting the appropriate representative above.		→	<b>Assistant to the Superintendent</b> Patty Paser	370-8100 X-40105
<b>5</b> If your questions/concerns still have not been addressed after following the channel above by contacting school representatives and/or departments.		→	<b>Superintendent of Schools</b> Larry Spring	370-8100 X-40107

School Name		Principal	Phone Number
<b>Elementary Schools</b>			
<b>Hamilton Elementary School</b> 1091 Webster St., Schenectady, NY 12303		Michelle Van DerLinden	Ph: 881-3720   Fax: 881-3722
<b>Howe Elementary School</b> 1085 Baker Ave., Schenectady, NY 12308		Susan Gorman	Ph: 370-8295   Fax: 881-3542
<b>Keane Elementary School</b> 1252 Albany St., Schenectady, NY 12304		John Sardos	Ph: 881-3960   Fax: 881-3962
<b>Lincoln Elementary School</b> 2 Robinson St., Schenectady, NY 12304		Laura Buzas	Ph: 370-8355   Fax: 395-3576
<b>Martin Luther King, Jr. Elementary School</b> 918 Stanley St., Schenectady, NY 12307		Nicki Dileva	Ph: 370-8360   Fax: 370-8363
<b>Paige Elementary School</b> 104 Elliott Ave., Schenectady, NY 12304		Deborah MacDermont	Ph: 370-8300   Fax: 370-8300
<b>Pleasant Valley Elementary School</b> 1097 Forest Rd., Schenectady, NY 12303		Sean Inglee	Ph: 881-3640   Fax: 881-3642
<b>Van Corlaer Elementary School</b> 2300 Guiderland Ave., Schenectady, NY 12306		Mariann Bellai	Ph: 370-8270   Fax: 881-3742
<b>Woodlawn Elementary School</b> 3311 Wells Ave., Schenectady, NY 12304		John Perreault	Ph: 370-8280   Fax: 370-8283
<b>Yates Elementary School</b> 725 Salina St., Schenectady, NY 12308		Robert Flanders	Ph: 370-8320   Fax: 881-3862
<b>Zoller Elementary School</b> 1880 Lancaster, St., Schenectady, NY 12308		Patricia Doyle	Ph: 370-8290   Fax: 881-3882
<b>Middle Schools</b>			
<b>Central Park Middle School</b> 421 Elm St., Schenectady, NY 12304		Tamara Thorpe-Odom	Ph: 370-8250   Fax: 881-3662
<b>Mont Pleasant Middle School</b> 1121 Forest Rd., Schenectady, NY 12303		Jeff Bennett	Ph: 370-8160   Fax: 881-3562
<b>Oneida Middle School</b> 1529 Oneida St., Schenectady, NY 12308		Tony Farina	Ph: 370-8260   Fax: 370-8267
<b>High School</b>			
<b>Schenectady High School</b> 1445 The Plaza, Schenectady, NY 12308		Diane Wilkinson	Ph: 881-2044 X-44801   Fax: 881-3802
<b>Class of 2018</b>		Jonathan Goyette	Ph: 881-2044 X-44830
<b>Class of 2019</b>		Christopher Chank	Ph: 881-2044 X-44834
<b>Class of 2020</b>		David Preston	Ph: 881-2044 X-44842
<b>Class of 2021</b>		Peter Parisi	Ph: 881-2044 X-44838
<b>Steinmetz Career &amp; Leadership Academy</b> 880 Oakwood Ave., Schenectady, NY 12303		Gregory Fields	Ph: 881-2030 X-30100   Fax: 881-3602



## 2017-2018 Transportation

### Our phone number: (518) 370-8103

Please feel free to contact the Transportation Office with any questions or concerns. We are here to help and open from 7:00 a.m. – 4:00 p.m. Emergency calls can be made any time during these hours. Due to call volume, please make routine phone calls between 9:30 a.m. and 2 p.m.

### Transportation is provided as follows:

#### Policy

- Students in grades Pre-K through 5 who attend school more than 1 mile but less than 5.5 miles from their home
- Students in grades 6-12 who attend school more than 1.5 but less than 5.5 miles from their home
- Pre-K students must be four years of age or older before December 1 in order to be eligible for transportation
- Disabled or special needs children in accordance with recommendations of the Committee on Special Education

### Measuring Distances

The district measures the distance between the student's legal residence and the school. Distances are measured along public thoroughfares used by cars and similar vehicles. The distance measured is between the driveway of the student's legal residence and the main entrance to the school grounds used by the bus.

If you move, please notify your school immediately. Transportation will be set up after your school notifies the Transportation Office.

### If You Move

Each student is assigned to a bus stop in the vicinity of the student's legal residence. The student will only be transported to and from the bus stop to which the student is assigned. **Changes in transportation cannot be communicated by children.**

### Bus Stops

Buses travel main roads. Routes are designed with central pickup points.

You will receive a card from the Transportation Office letting you know where your child's bus stop is and estimated pick-

### Talking to Children about Rules and Safety

Safety of our children is the most important aspect of what we do, please talk with your child about the rules of riding the bus to ensure their safety and that of the other children (on back side).

**Parents must escort Pre-K and kindergarten children to and from the bus stop.**

### Contacting Your Bus Company

Brown Transportation and Durham School Services provide services for the routes included. If your bus is running late, please contact your bus company:

Brown: (518) 393-6634

Durham: (518) 355-1724

Northland: (518) 393-4998 (Special Ed Routes)

## Rules

- Go directly to your own bus stop.
- Walk facing traffic and stay on the sidewalk, whenever possible.
- Be on time, we suggest 10 minutes prior to pick up.
- Don't talk or go with strangers.
- Dress for the weather. Wear clothing that is safe, visible and warm.
- Carry your belongings in a book bag or backpack.
- Show care for others' property.
- Do not bring pets to the bus stop.
- Stand on the sidewalk and back from the road at your bus stop. Do not climb snow banks.

## Crossing the Road

- Wait for the bus driver to turn on all exterior signals before crossing and check for traffic.
- Tell your child to make eye contact with the bus driver and walk far enough in front of the bus, so the bus driver can see them.

## Safe bus behavior

- Do not distract the bus driver
- Remain seated while the bus is moving.
- Elementary students must wear seat belts.
- Eating and smoking are not allowed.
- Keep arms and heads inside windows. Do not throw objects.
- Do not throw objects of any kind

## Safety Reminder

Parents should discuss with their children potential dangers associated with clothing and other items with drawstrings and straps. These items, including backpacks, long scarfs and coats, hanging freely can get caught in the bus door as a student disembarks and cause injury. Please remove all drawstrings from clothing and advise your children to be aware of potential dangers.

## Student Behavior

Students who are disorderly or insubordinate may have bus transportation privileges suspended. In such cases, the parents and/or guardians become responsible for safely getting their child to and from school.

Please talk with your child and reinforce appropriate behavior at the bus stop and while riding the bus to and from school.

If you have any questions or concerns, please do not hesitate to call the Transportation Office at (518) 370-8103.

## Transportation Routes

You will receive a courtesy card in the mail from the Transportation Office listing your child's pick up and drop off location and times. Please call us with any questions or concerns.

## Text Message Alerts

You can sign up to receive transportation text message alerts.



Visit the school district website and click on the "Sign Up For Transportation" alerts link or go to

<http://www.schenectady.k12.ny.us/TextMessaging/textrequest.htm>



## **2017-2018 School Attendance**

### **Student Success Begins with Attendance**

*The path to graduation begins with coming to school*

The first day of kindergarten is one of the first steps a child takes on the path to graduation. It is a critical time and can set the tone for the educational journey that he or she is beginning. Stressing the importance of being in school and encouraging growth and learning sends the right message to kids. It lets them know that their education is a priority to you and will become a priority to them.

As a parent, you are responsible for making sure your child gets to school each day. While you might think that a few absences here and a few absences there don't add up to much or won't impact learning, they do. Missing 18 days of school, which is ten percent of the time, is considered chronic absenteeism.

<b>Chronic Absence</b>	Missing 18 days in a school year
<b>Warning – Cause for Concern</b>	Missing 10 – 17 days in a school year
<b>Good Attendance</b>	Missing 9 days or fewer in a school year

When children miss one day of school, they miss an entire day of instruction. For every day missed, it takes a child at least two days of school to catch up and they must work twice as hard. They miss opportunities and skill development and have a harder time learning to read. Additionally, a teacher loses class time by having to teach one student something the entire class was taught the day before. An absence impacts the entire class.

#### **What attendance tells us:**

- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or a facing other serious difficulties.
- By 6<sup>th</sup> grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9<sup>th</sup> grade, regular and high attendance is a better predictor of graduation than 8<sup>th</sup> grade test scores.

- Missing 10 percent, or 18 days, of the school year can dramatically affect a student's academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks.

### **What you can do**

- Talk about the importance of going to school every day. Make it an expectation.
- Set a regular bed time and morning routine. Help your child maintain daily routines such as finishing homework and getting a good night's sleep.
- Lay out clothes and pack backpacks the night before.
- Try not to schedule any appointments, including medical or dental, during the school day.
- Don't schedule family vacations while school is session.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomachaches may be signs of anxiety.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him or her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor or other parents.

### **Help your child stay engaged**

- Stay on top of academic progress and seek help from teachers if necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school.
- Encourage meaningful afterschool activities including sports and clubs.

Talk to teachers if you notice sudden changes in behavior. Log in to Campus Parent Portal and check your child's attendance frequently.

**If you are having trouble getting your child to school, ask for help.** Talk to school officials, afterschool programs, other parents or community agencies. We will help you find the resources that you need.

Coming to school every day will give your child the best chance of staying on the path to graduation.



## **2017-2018**

### **Stay Connected**

#### **Automated Calling**

During the school year, you will receive calls from the district and your child's school, through our automated calling system, with important reminders and updates including delays or unexpected closings.

In order to receive these important messages, your child's school **must** have a current phone number for you on file. To ensure that we have up to date contact information for you, please complete and submit the *Contact Information Sheet* enclosed in this packet immediately. If your contact information changes, please notify your child's school immediately.

#### **eNews**

To receive eNews information and reminders about events, news and more, visit our website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us), click on the "Parents" dropdown menu and select *eNews Registration*.

#### **Text Alerts**

You can sign up to receive text alerts alerts by visiting website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us), Click on the "Parents" dropdown menu and select *Text Msg Alert*. Registration is annual. Even if you signed up to receive text alerts last year, in order to continue to receive them, you must register again.

#### **Facebook**

We are on Facebook. Go to the SCSD Homepage at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us) and click on the Facebook logo to find our page and *Like us*.

#### **Twitter**

Follow us on Twitter @SCSchools

## Website

Visit our website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us). Each school has a “Virtual Backpack” button located under the “For Parent” dropdown menu and as a quick link on your school’s homepage. The virtual backpack includes letters, reminders, notices and more.

You can subscribe to your **school’s calendar and receive updates** whenever an event is added, deleted or changed on the calendar by going to your school page and clicking on CALENDAR on the top menu.



Click on the Subscribe button to receive a notification when an event is added, deleted or changed on the calendar.

You can also view the calendar as a daily, weekly, monthly or yearly grid by clicking the drop down or selecting the icon.







**THE CONVERSATION ABOUT  
SCHENECTADY CITY SCHOOL DISTRICT  
IS JUST BEGINNING.**

**BE A PART OF IT!**

**Let's Talk!®**

An engaged community means stronger schools for every student. That's why we offer Let's Talk! — an innovative communication solution that's available for questions and comments 24 hours a day, 7 days a week.

We want you to share feedback, ask questions, or make suggestions to help us build on our strengths and make improvements where they're needed. We welcome submissions about whatever's on your mind.

Simply open the Let's Talk! tab at

**[www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us)** and select a topic to

start a conversation.

**Let's Talk! — where we're always listening.**





*Please complete this form and sent or bring it to your child's school immediately*

## School Contact Information

Parent Name: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Parent/Guardian Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_

**Please list all children in your household who are enrolled in the Schenectady City School District**

Student Name	Relationship to You	Do you Reside with the Student	School	Grade Level

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## **2017 - 2018 Infinite Campus PARENT PORTAL**

Infinite Campus is our Student Information System. Parents who register to use it, have access to their child's schedule, attendance, grades, behavior, health, assessments and other information. You also have the ability to view and print your child's report card. To register, you need to complete the form and return it in person to one of your children's schools. Only submit one form with all of children listed on it.

### **Features of the Infinite Campus Parent Portal**

*Parents have access to student:*

- Grades
- Assignments
- Attendance
- Behavior Information
- Health Information
- State and District Assessments
- Unofficial eTranscripts
- Student To Do Lists
- Transportation
- Progress Toward Graduation
- Classroom, School, District Announcement

**The Campus Parent Portal  
Parent/Guardian Access Request Form**  
is on the back side of this page.

In order to access the Campus Portal, You need to complete the form and return it **in person** to one of your children's schools.

A photo ID is required when you return the form.

Only submit one form  
with all of your children listed on it.

You can download Smartphone Apps for iOS and Android.  
Receive push notifications for grades, attendance and more.

**You can access a video tutorial and Frequently Asked Questions from our website at [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us). Go to the *Parent* dropdown menu and select *Campus Parent Portal*.**





## Schenectady City School District

108 Education Drive • Schenectady, New York 12303

Phone (518) 370-8101 ext. 28116 or ext. 28127

[www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us)

### PARENT PORTAL Parent/Guardian Access Request Form

The Schenectady City School District can provide access to student information via the Infinite Campus Parent Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it in person to any one of your student(s)' schools or via e-mail at [portal@schenectady.k12.ny.us](mailto:portal@schenectady.k12.ny.us). For security purposes, a photo ID is required when you return the form.

**(PLEASE PRINT)**

Parent/Guardian

Name: (One name per form)

*(First Name, Middle Initial, Last Name)*

Parent/Guardian

Home Address:

Phone:

**Parent/Guardian**

**E-Mail Address:**

*Please list all children in household who are/will be enrolled in Schenectady City School District*

Student Name	Your Relationship to Student	Reside with Student (Yes or No)	School	Grade Level

*I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature & ID must be that of the Parent/Guardian shown on first line* *mm/dd/yyyy*

**Important** – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation via the eMail address you provided. Please allow five (5) to seven (7) school days to receive this email. When you receive your Activation eMail, you will be able to access the Campus Portal through on the Schenectady City School District's website: <http://www.schenectady.k12.ny.us/>, and create your username and password.

Office Use Only:

Date Returned: \_\_\_\_\_ ☐ ID Verified Form & ID Checked By: \_\_\_\_\_

☐ Verify E-mail ☐ Activation eMail Data Provided: \_\_\_\_\_ Initials: \_\_\_\_







## **2017-2018**

### **For Your Information**

#### **Notices**

The following notices are available on the Schenectady City School District website.

Go to [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us) Under "Parents" on the top menu bar, select "Notices."

- **Notification to Parents of Teacher Qualifications**
- **Letters regarding "Priority" and "Focus" Schools** and how parents can help.

#### **Community Eligibility Provision (CEP)/Breakfast and Lunch**

The Schenectady City School District participates in the Community Eligibility Provision (CEP) program. All children in the Schenectady City School District will receive free breakfast and lunch at their school each day.

#### **Code of Conduct**

The Code of Conduct is available at your child's school and can be downloaded from the district website.

Copies of an age-appropriate summary of the Code of Conduct will be provided to students at the beginning of each school year.

