

SCHOOL PAGES

You can identify the difference between the district pages and individual school pages by the color of the left hand side banner. District pages are blue. School pages are red. School pages are formatted the same as the district page, but, much of the information is specific to the school.

Under the **PARENT** dropdown on elementary and middle school pages, is a link titled **VIRTUAL BACKPACK**. This is a location where flyers, newsletters and other information that is sent home with students is posted.

Select your school from **SELECT A SCHOOL** at the top. If you're mobile, click on the **ADMIN** button at the top to see the menu.

DOCUMENT CONTAINERS

On some pages you will see a bucket or **DOCUMENT CONTAINER** with a listing of files. You can download any file by clicking on the name and then the **DOWNLOAD** button. You can also subscribe to receive alerts whenever there is a change, addition or update to a folder. Simply hit **SUBSCRIBE** and follow the instructions.

 **2017-2018 Budget Calendar**

I want to:  Copy Link  Download  Subscribe

SEARCH

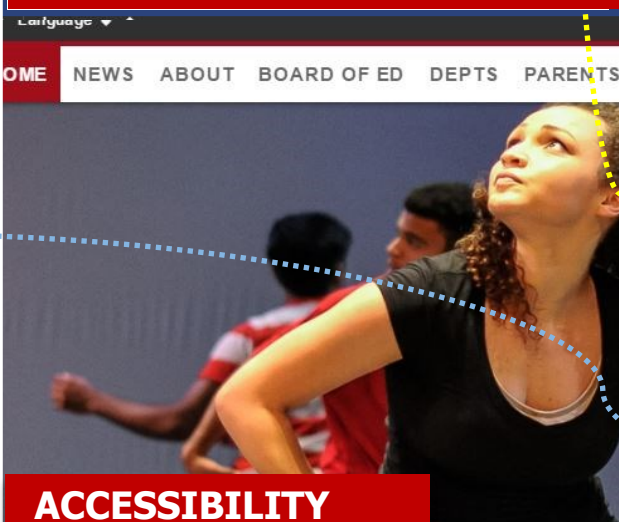
At the top right hand corner is a button titled **SEARCH** with the search icon. Simply type a key word in that area and hit **ENTER** to search the website for a specific document, story or form. The results will provide you with every page that includes the word that you searched, therefore, try to be as specific as possible. If you search for an item from a school page, you will only get results contained within that school portal.

QUESTIONS

If you have a question and aren't sure who to contact, you can use the "Let's Talk" portal or the email submission—which is the envelope icon—located on the left hand panel of the district and school websites. If you use Let's Talk, your submission will be promptly directed to the appropriate person or office. If you use the email form on the school sites, your email will be directed to the school principal.

Not sure?

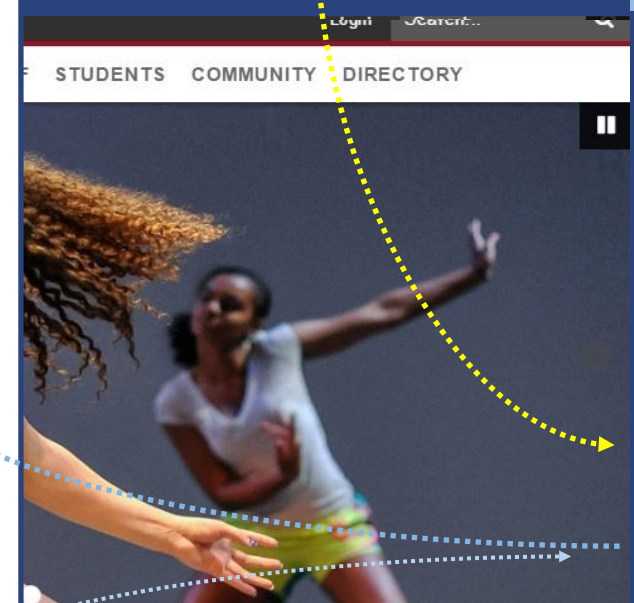
Under the **PARENT** dropdown, seven links down, is a link labeled **NOTE SURE WHO TO CALL?** This provides a listing of who you should call with your questions.



ACCESSIBILITY

If you have any accessibility issues, please use the link on the homepage under the twitter feed titled **WEBSITE ACCESSIBILITY** to report the issue. Our goal is to ensure that everyone has access to the website and web tools. If there is an issue, we will take steps to resolve it promptly.

www.schenectady.k12.ny.us



www.schenectady.k12.ny.us

Finding your way around the
Schenectady City School District

Website

EVERYBODY COUNTS. EVERYBODY LEARNS.

SIGN-UP

Sign-up to receive eNews and Text Alerts by visiting the **PARENTS** link on the district homepage. Click on **ENEWS & TEXT MSG REGISTRATION**, the fifth link down from the top. Complete the online registration to receive eNews and text communication.

LET'S TALK

On the left hand side of every webpage is a tab labeled "Let's Talk." If you click on the tab, you will see a form where you can ask a question, make a comment or suggestion or voice a concern or compliment. You can send the submission anonymously or with your name and email. If you would like a response, you must include a phone number or email address. Your submission will immediately be routed to the appropriate office for prompt handling.

SOCIAL MEDIA

For those who follow news and events on social media, you can find the district Facebook and Twitter pages, by clicking on the icons on left hand blue panel of the district page.

School social media pages are linked from the left hand **red** panel of each school page.

You can also access many of our video clips, by clicking on the YouTube icon that sits between the Twitter and email icon.

TRANSLATION

To translate any webpage to another language, please click on the **LANGUAGE** button at the top of the page and select a language to which you would like the page translated.

NAVIGATION

Districtwide information can be accessed from the top banner dropdown menu.

News: District-wide news & news stories

About: About the district, vision, initiatives, budget and demographics

Board of Education: Board of Education members, meetings, policies, presentations

Departments: All of the Central Office Departments are listed

Parents: Important district information and resources for parents

Students: Information that all students should have access to or be familiar with.

Quick Links

Under the news and calendar scroll, you will find four icons that link to popular pages frequently visited by parents:

- **Student Registration:** Click here for information regarding how to register a child for school.
- **Parent Portal:** Click here to login to Infinite Campus, the parent portal. You can also find links to tutorials and FAQ's linked from this page.
- **Athletics:** Click here to visit the Athletic Department section which has links to schedules, sports information, camps, clinics and more.
- **Menus:** Click here to access the breakfast and lunch menus

Links to these sections can also be accessed through the **DEPT** dropdown and school pages.

CALENDAR

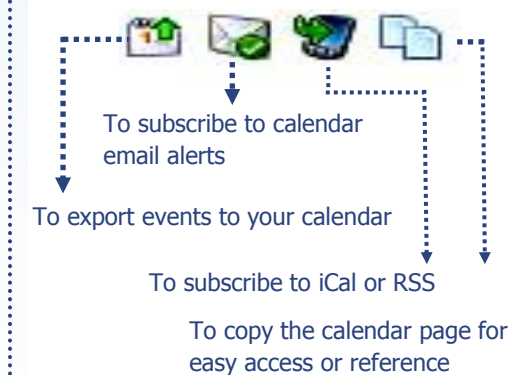
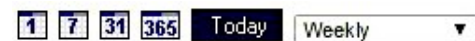
The district-wide calendar can be accessed from the homepage of the website under the **PARENTS** or **STUDENTS** links or by scrolling down to **UPCOMING EVENTS** on the home page. You can use the **< >** buttons to move forward or backward in the month to see events or you can click on **MONTHLY CALENDAR** link under the listed current events to get to a full calendar.

UPCOMING EVENTS



You can access your **school calendar** by going to the school page and clicking on **CALENDAR** on the top menu.

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



SEARCH CALENDAR

If you are looking for a specific event, you can use the **SEARCH** function. Simply type a key word—such as "exams" or "family" in the Search box and hit **FIND**.