

October 3, 2013

Dear Parents/Guardians:

Pawnee School District will continue using the communication tool called Parent Portal, which is integrated into our student management system called Infinite Campus.

You will be able to access information regarding instant, online, and secure information about your student(s): grades, assignments, attendance, discipline, and schedule. Please call the school office and ask for your activation key number. Procedures for accessing the Parent Portal are listed below.

1. Log on to the Internet.
2. Go to the Pawnee School Web Site (www.pawneeschool.com).
3. Follow the link entitled Parent Portal located under the words "Cool Links" on the right hand side of the page.
4. At the top of this page, click on "First time using Campus Portal?" If you are a first time Parent Portal user, you have been assigned a Campus Portal Activation Key. Please call the school at 895-2222, and ask for your account number. Click "[click here](#)" to enter your activation key. You will only need to enter this number the first time you use Parent Portal.
5. Enter your activation key in the space provided.
6. Type a user name. **Please use your whole name – first and last in lowercase letters, for example: joeparent.**
7. Type a password of your choice.
8. Verify the password by typing it in again.
9. Click Create Account.

You will find your student's name listed along the left side of the screen. Under your student's name, you will find Schedule. If you click on Schedule and then a class, you will see your student's grade. If you click on the paper/pencil icon under the class name, you will find a list of your student's assignments and grades earned on each assignment. Please note that assignment grades will be updated on a weekly basis. For high school classes, grades will be updated on Thursdays.

If you have questions regarding use of the Parent Portal, or have already opened a Parent Portal account, but have forgotten your user name and password, please contact the school. We hope that this additional means of communication will further enable you and your student to be involved in the educational process.

Sincerely,

Bret Robinson,
Superintendent