## IMPORTANT PARENT PORTAL INFORMATION

Parent Portal is designed to give parents/guardians simple, comprehensive access to students' grades, attendance, behavior, and teachers; along with food service, household information, and contact preferences. To utilize the Portal, you will need login credentials. Once you have your login information – you will be responsible for logging into the portal and choosing your own contact preferences for IC Messenger. Each account holder has to set their own choices and these preferences are what the system uses to send out the District messages. Please update your information as soon as possible otherwise you may not receive an IC Message that is sent.

## Login through the Student/Parent Portal link on the school's webpage. https://lakepreston.k12.sd.us/

• If you have more than one child, you will need to click the Select a Student link at the top of the page and choose a name. The links in the left column will show all the records for your child for the current year.

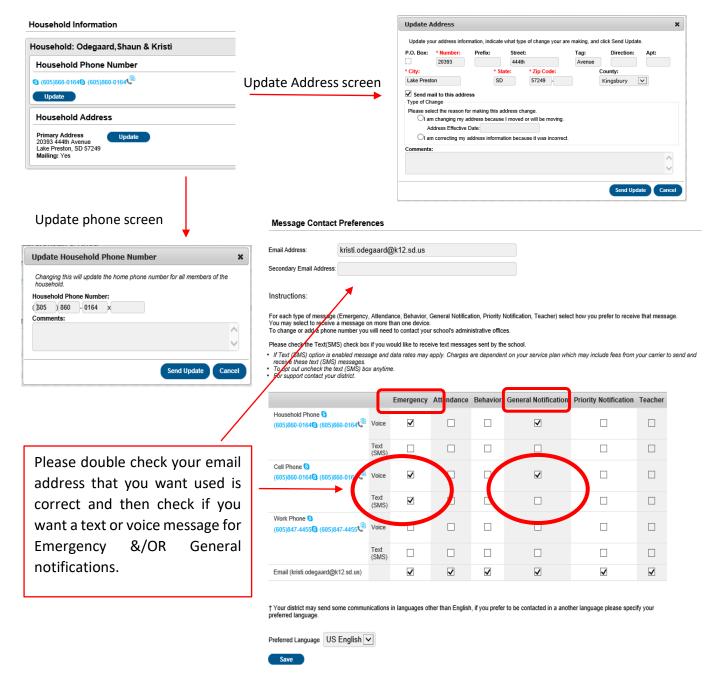
Calendar	Displays the current month, a Bell indicates an attendance event (Tardy or Absent) an A+ indicates an assignment, click either icon for details
Schedule	Displays entire schedule - click on class name to view detailed gradebook
Attendance	A detailed view of all attendance for the current year – individual student is selected
Behavior	Shows all Behavior events for the current year
To Do List	Assignments or future assignments that are not yet due or have not been graded
Reports	High school and middle school have one report card for Quarter, as well as a Semester report card that includes the Semester Exam grade and Quarter grades. Elementary only uses the Quarter report card.
Family	Family Messages and Calendar will display multiple events for an entire family if you have more than one child in school
Messages	Indicates when a new announcement has been posted - you will find a list of school related messages by clicking Messages
Household Information	Verify and Update Household Information
Food Service	See balances and transactions of student's lunch account
Contact Preferences	Infinite Campus Messenger - General & Emergency notification choices (text or voice) and update e-mail address.
Access Log	Displays the number and duration of Portal visits

Feel free to examine all the links and information in the Portal. You can't harm anything by looking around and you can discover the depth of the information available

If questions please contact Kristi Odegaard — Kristi.odegaard@k12.sd.us or 847-4455

## **Infinite Campus Messenger (ICM)**

Infinite Campus Messenger is our Emergency/General Messaging system. This system is an add-on part of our current database system that parents/guardians already use for accessing the student portal. The system utilizes voice/phone, email, & text messages for contact preferences and pulls that information directly from your demographics. Through the parent portal please update your contact information (phone numbers, email addresses, and household address if needed) and then under preferences please tell the system how you would like to be contacted.



The school will get a message that you have updated the information and we will make sure it gets updated in all the corresponding places and you will then receive a notice in your portal inbox that the changes have been approved or we will contact you directly if there are issues.