

Principals,

Grade cards are mailed each quarter from the Central Office, therefore all undeliverable mail is returned to Infinite Campus Support. IC Support *manually* processes each of these returned envelopes and places a note in the student record. A flag is generated at the top of the student record viewable by all staff.

Example of Note Placed by IC Support

Employee ID Mentor Program **Mail Returned** Staff People Treasurer Staff Immunization

Save Delete All

Mail Returned

Returned Mail Returned Comments

 10/2021 AND 6/14/21 from 3128 N 51ST TER

Example Student Flag

 Need Phone Number or Address

The first batch of Q1 grade cards are being sent back to your building this week with reminder directions for the registrars to correct the record and remove the flags.

In addition to the flag all staff can see, the Ad Hoc report Returned Mail is available in the Secretary folder of Infinite Campus. As part of their regular duties, Registrars should run this report and work to get updated information. Some parents update information via the Parent Portal, registrars should check the Census → Portal Request Processor frequently for any changes they need to approve.

Please discuss as a building leadership team and plan ways your staff can get updated information from parents and pass it to the registrar for correction. Family Advocacy Days are coming up and good chance ask them to update information.

If updated info involves a change in status for a family, such as McKinney-Vento Services or a permit to be out of their home school boundaries please connect with the correct department.

A tracking page for the number of flagged students in each district building is located at this link. We will update this page after Family Advocacy days.

https://docs.google.com/spreadsheets/d/1whH3AEdRQzzhCs9Kb8F3LYB-_kqgiWkzOQiMZDBKSPI/edit?usp=sharing

Thank you for this work in keeping our student data up to date.