📱 Infinite Campus Parent Portal: A Quick Guide for Parents & Families

Infinite Campus Parent Portal (Campus Parent) gives families one convenient place to stay informed about their child's school information.

Depending on your child's school and grade level, you may be able to view **grades, assignments, attendance, schedules, school notices, and other important student information.**

1. Access the Parent Portal

You can use Infinite Campus from a **computer, phone, or tablet**.

💻 Through the Thomaston-Upson Schools Website

1. Go to **www.upson.k12.ga.us**.
2. Click **Menu**.
3. Scroll down to **Parents**.
4. Click **Parent/Student Portal**.
5. Enter your **username and password**.
6. Select **Log In**.

📱 On a Phone or Tablet

1. Download the **Campus Parent** app from the App Store or Google Play Store.
2. Open the app.
3. Search for **Thomaston-Upson Schools** and select **Georgia**.
4. Enter your Parent Portal **username and password**.
5. Tap **Log In**.

🔑 FIRST-TIME USERS — CREATE AN ACCOUNT

If you have never used Parent Portal, you can create your account:

1. Click **New User** on the Parent Portal login screen.
2. Enter your **student's ID number** provided by the school.
3. Enter the **last 4 digits of the child's Social Security number**.
4. Follow the prompts to create your **username and password**.
5. Return to the login screen and sign in using your new account information.

Need your student's ID number?
Contact your child's school for assistance. Or email Family Engagement Coordinator, Ashley Reed at **areed@upson.k12.ga.us**

Important: Parents should create and use their **own Parent Portal account**, rather than signing in with their child's student account.

Having Trouble Logging In?

- Make sure you are using the correct **username and password**.
- Use **Forgot Username?** or **Forgot Password?** if you can't remember what you signed up with.
- Make sure you have selected the **Thomaston-Upson school district** in the Campus Parent app.
- Contact your child's school if you still cannot access your account.

🏠 Navigating Parent Portal

Once you are logged in, use the menu to find the information you need.

If you have **more than one child** in the district, you can switch between students without creating separate parent accounts.

📊 Grades

Use the **Grades** section to check your child's academic progress.

Depending on your child's school and grade level, you may see:

- Current grades
- Course grades
- Assignment scores
- Missing assignments
- Teacher comments
- Report card information

Tip: A current class average can change as teachers enter new assignments and scores.

📝 Assignments

The **Assignments** section can help you see what your child is working on in each class.

You may be able to view:

- Assignment names
- Due dates
- Scores
- Missing work

- Late assignments

Checking assignments regularly can help you spot problems **before the end of the grading period**.

📅 Attendance

Use **Attendance** to keep track of your child's school attendance.

Depending on your school's settings, you may see:

- Absences
- Tardies
- Attendance by class or period
- Attendance dates and details

If you believe attendance information is incorrect, contact your child's school.

🗓️ Schedule

The **Schedule** section allows you to view your child's classes.

Information may include:

- Class names
- Teachers
- Class periods
- Room numbers
- Daily or term schedules

This can be especially helpful for families with students in **middle or high school**.

📢 Messages & Notifications

Your school may use Infinite Campus to send important information and notifications.

Check your account regularly and make sure your **contact information is current** with your child's school.

🔔 Turn On Notifications

If you use the Campus Parent app, turn on **push notifications** in your phone settings.

👨‍👩‍👧 If You Have More Than One Child

You do **not** need a separate parent account for each child.

Once your students are connected to your account, you can use the student menu to **switch between children** and view each child's information.

⭐ Quick Tips for Families

- **Check Parent Portal regularly**, not just at report card time.
- Watch for **missing or late assignments**.
- Review your child's **grades together**.
- Keep an eye on **absences and tardies**.
- Make sure your **phone number and email address are up to date** with the school.
- Turn on **Campus Parent notifications** if available.
- Contact your child's teacher when you have questions about an assignment or grade.
- Contact the school if you need help **accessing your Parent Portal account**.

♡ CONNECT • COMMUNICATE • STAY INFORMED ♡

Brought to you by Thomaston-Upson Family Engagement -

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