FRONT OFFICE STAFF

Infinite Campus streamlines tasks for Front Office Staff, facilitating student registration, managing household demographic details, collecting absence requests, recording attendance information, and fostering communication with the school and district community.

ONLINE REGISTRATION

- **Online Registration Application** – This application enables new households to enroll in the district and allows returning families to review their information during the annual renewal process.

- **Staff Processing** – The Staff Processing tool allows district staff to review and process applications submitted through Online Registration, identifying and addressing any risk of data duplication.

- **Student Summary** – The Student Summary provides essential person, household, and contact information for each student.

- **Demographics** – The Demographics tool allows users to view and modify an individual's general person information and contact preferences.

- **Relationships –** The Relationships screen allows schools to manage established relationships within Infinite Campus, such as a student's relationship with a parent, sibling, or emergency contact.

MESSENGER

- **Messenger 2.0** – Messenger 2.0 empowers schools to send general, priority, and emergency messages to families through the Campus Portal, email, voice, and text messages.

ATTENDANCE

- **Absence Request Processing** – The Absence Request Processing tool manages absence requests submitted by parents or guardians through the Campus Parent Portal.

- **Attendance Entry Wizard** – The Attendance Entry Wizard allows the attendance office to create or update attendance data for a group of students.

- **Classroom Monitor** – The Classroom Monitor tool indicates teachers who have recorded attendance for each class period and allows users to input attendance on behalf of a teacher or substitute.

- **Attendance Messenger** – The Attendance Messenger enables users to define attendance message criteria and automate message delivery based on school policies and procedures.

MORE INFO

infinitecampus.com/frontoffice