

## **PARENTS - Elementary Student Check-in for Daily Attendance**

1. Go to the county website at [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) and click on Popular links. Select the drop-down option Parent Portal (Infinite Campus) by clicking on it. (If you are using the smart phone app, skip to step 4.)

The image shows a screenshot of a web browser displaying the Forsyth County Schools website. The browser's address bar shows the URL [forsyth.k12.ga.us](http://forsyth.k12.ga.us), with a red arrow pointing to it. The website's navigation bar includes links for District Home, Our Schools, INSIDE FCS, DISTRICT SERVICES, STAFF RESOURCES, CAREERS, Language, and Employee Log In. A large banner image shows two young boys in a classroom using laptops. A sidebar menu is overlaid on the left, featuring the Forsyth County Schools logo and the text "Quality Learning and Superior Performance for All". The sidebar menu includes the following items: Contact Us, Popular Links (circled in red), Parent Portal (Infinite Campus) (circled in red), MyFCS (iSLearning), Calendars, Bus Schedules, and Menus.

2. Select the blue button called Campus Parent.

Campus Portal Login

campus.forsyth.k12.ga.us/campus/portal/forsyth.jsp

https://records.fors... FERPA Parent Comp... OutofDistrict Forsyth County Sch... Georgia Departmen... Health Docs Frontline Applican... MV Program Infinite Campus

*Infinite  
Campus*

**Forsyth County**

Log in to

Campus Student

or

Campus Parent

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www.infinitecampus.com

3. Put in your Parent Username. Put in your Password. Click the blue Log In button.

**Infinite Campus**

**Campus Parent**

### Forsyth County

Single Sign-On (SSO)

\_\_\_\_\_ or \_\_\_\_\_

Parent Username

Password

**Log In**

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log In to Campus Student](#)

\_\_\_\_\_ or \_\_\_\_\_

[New User?](#)

### Announcements

**Friday 05/08/2020**

If you do not have a Parent Portal account please follow these steps:

1. Please write a letter requesting that your activation key be emailed to you. The letter must contain your original signature, child(ren)'s name(s), email address, and a copy of your valid picture id. You may upload ([Click Here for the Secure Parent Portal Document Upload](#)) the [document](#) with attachment for processing.

([Click Here for Online Parent Portal Request Instructions with Screenshots](#))

2. Use your Activation Key to create an account for Parent Portal.

To access the district's learning platform "itslearning" please complete step 3 below.

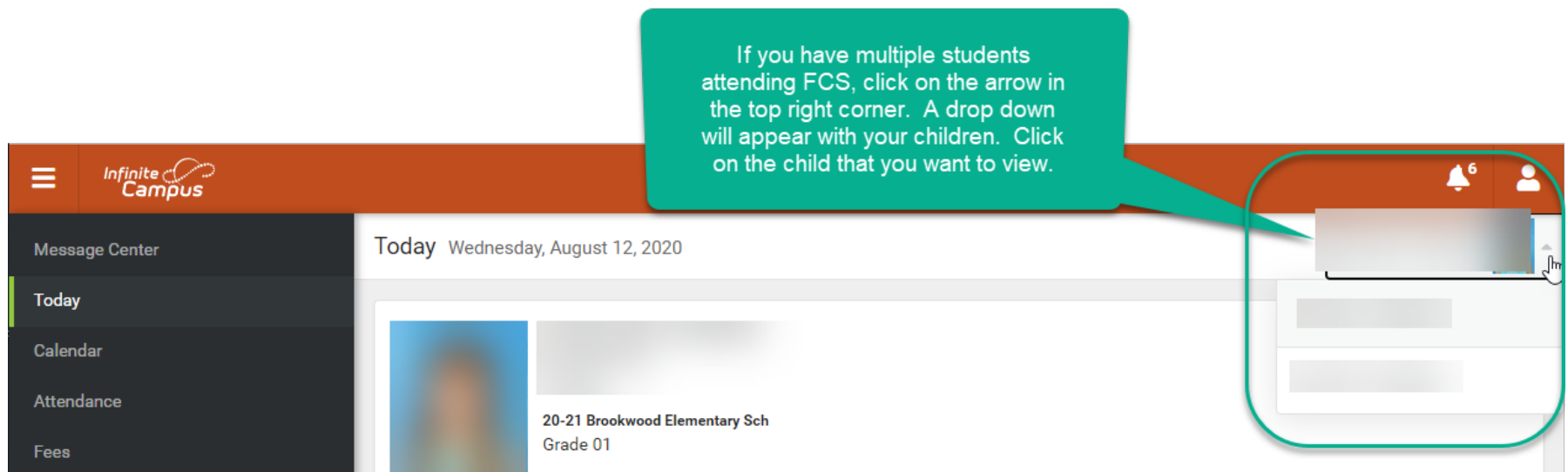
3. Accounts created before 7:00 PM will be uploaded overnight into itslearning. The next day, return to the itslearning login page and click the Parent Login Support link found in the top-right corner of the page. This will initiate an email to a staff member to complete your

4. Once you log in, you land in your Message Center. Click on the Today button inside of the left menu.

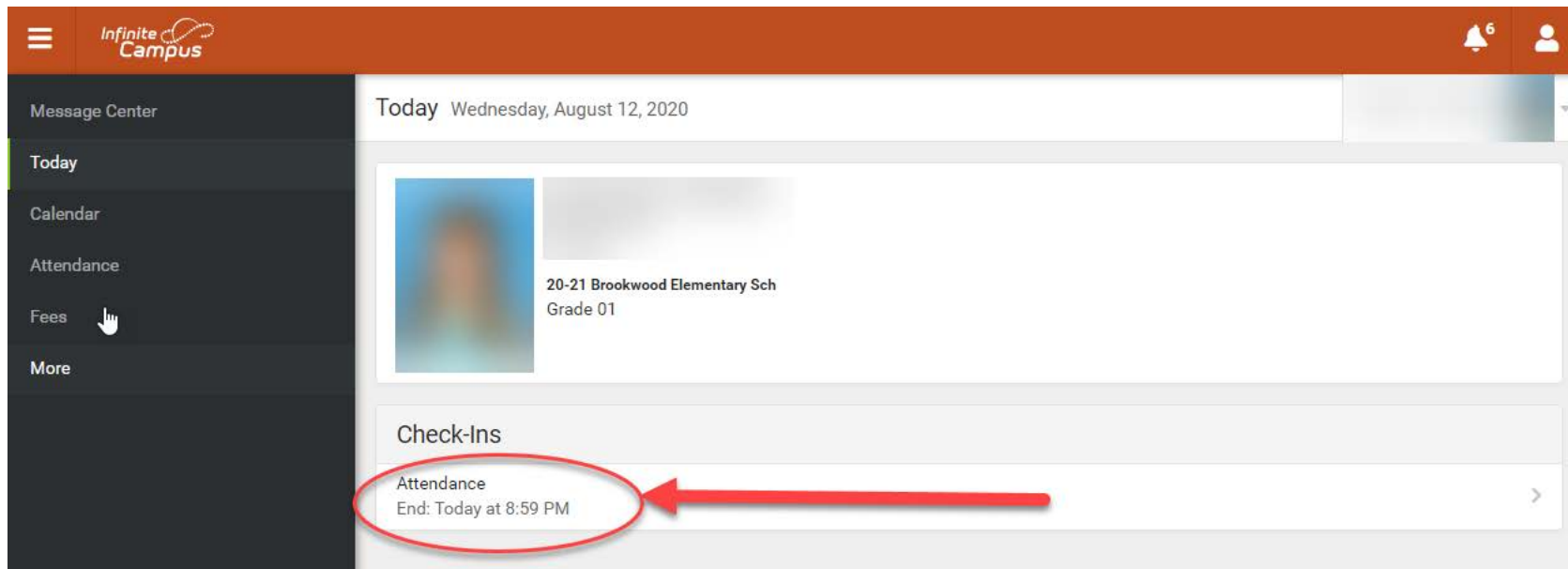
The screenshot shows the Infinite Campus Message Center interface. The top navigation bar is orange with the Infinite Campus logo on the left and a notification bell with the number '6' on the right. A dark grey sidebar menu is on the left, with 'Message Center' at the top and 'Today' circled in red. Below 'Message Center' are links for 'Calendar', 'Attendance', 'Fees', and 'More'. The main content area is titled 'Message Center' and features a tabbed interface with 'Announcements (6 new)' and 'Inbox' tabs. Three announcements are listed, each with a 'NEW' tag:

- District Announcement** (NEW)  
Friday 07/31/2020  
Report cards are not available on Parent Portal at this time. [Please click here for a list of who to contact at your child's school for assistance with records..](#)
- District Announcement** (NEW)  
Tuesday 07/28/2020  
Student GTID (Georgia Testing ID) numbers are now available in Parent Portal. Please select "More", then "GTID" to view.  
Please contact Cindy Little, Parent Liaison ([parentportal@forsyth.K12.ga.us](mailto:parentportal@forsyth.K12.ga.us)) if you have any questions or need further assistance with Parent Portal.
- District Announcement** (NEW)  
Friday 07/24/2020  
**\*\*NEW\*\* Online Change of Address form and Document Upload Available**  
If you have a change of address for your student(s), please complete the Forsyth County Schools Change of Address form online ([click here for the online form](#)) and upload your proofs of residency along with your judge signed custody documents if applicable.  
Information and forms may also be found on our [website](#).

5. Make sure you are seeing the correct student. If you have multiple students attending FCS, the last student viewed will always appear until you change the student. To change student, see the screenshot below.



6. Once you have the right student, find the Attendance button below the words Check-Ins. Click in the white space next to the word Attendance.



7. The screen reads, “Is \_\_\_\_\_ here?” Find the blue button that says Yes, \_\_\_\_\_ is Here and click it.  
**\*\* Notice parents or students must check in for attendance each day between 6:00 AM and 8:59 PM to be counted present for that school day.**

The screenshot shows the Infinite Campus interface. On the left is a dark navigation menu with the following items: Message Center, Today, Calendar, Attendance, Fees, and More. The top header is orange and contains the Infinite Campus logo, a notification bell with the number 6, and a user profile icon. The main content area has a white background. At the top left of this area is a '< Back' link. Below it is a grey box with the text: 'Attendance', 'Start: Today at 6:00 AM', and 'End: Today at 8:59 PM'. To the right of this box is a white card with the title 'Attendance' and the same start and end times. A red arrow points from the right towards the end time '8:59 PM'. Below the card, the text reads 'Is [redacted] here?' followed by 'Click Yes if your student is participating today, 8/12/2020.' At the bottom of the card is a blue button with the text 'Yes, [redacted] is Here', which is circled in red.

8. A green pop up box appears saying that the check-in is saved. There will be a blue box for No Check-Ins available if the attendance has already been completed for that day.

