

JAMES F. MCKENNA
Superintendent of Schools

TRICIA DESIDERIO
Director of Special Education



MICHAEL ENGELHARDT
Business Manager

GERALDINE DOHERTY
Director of Technology

MATTITUCK-CUTCHOGUE U.F.S.D.

CENTRAL ADMINISTRATIVE OFFICES

August 19, 2010

Dear Parent or Guardian:

The Mattituck-Cutchogue School District is pleased to provide you with access to the Infinite Campus Parent Portal.

The Infinite Campus Parent Portal is a web based, student management program that will enable parents to monitor and assist with the progress of their child's educational growth. It will also help to strengthen our home-to-school communication. Parents will be able to view different areas of information concerning their children. Some of those areas include: attendance, class schedule, progress reports, report cards, assessment results, and demographic information.

Each parent or guardian of a student in our District will be able to create a unique user name and password for the portal. In order to gain access to the Infinite Campus Portal, parents or guardians will need to read the enclosed District's Parent Portal Acceptable Use Policy, sign the Access Request form, and then register in-person with the District. You may register at the Jr/Sr HS during the following times:

Thursday, September 2nd & Friday, September 3rd - 12:00 noon - 3:00 p.m HS attendance office

Tuesday, September 14th & Tuesday, September 21st - During Jr.Sr./HS Back to School Night

For any parent unable to register during the above times, daily on-going registration will be held during the school day in the High School Attendance office. Please see Mrs. Zaweski to register in the attendance office between 10:00 a.m and 3:00 p.m. daily.

Be sure to bring the following with you when you register:

1. a valid **picture** identification
2. a **signed** Access Request form (enclosed)
3. a **valid** e-mail address

Once registration is complete, each parent or guardian will receive a unique "portal activation key code or (GUID #)" along with instructions on how to set up his/her account on the portal. Additional information will be available via our school Web site at www.mufsd.com. From the District's homepage, under "Quick Links" see "Parent Portals."

Questions may be forwarded via email to parentportal@mufsd.com. If the questions involve accuracy of student attendance, we ask that you delay your questions for 48 hours to allow personnel to bring these records up to date.

We know that this will be an important tool for you to gain information about your child's progress in school and welcome this additional means of communication with parents. Thank you for your cooperation during the implementation of this new initiative.

Sincerely,

Geraldine Doherty

Geraldine Doherty
Director of Technology