

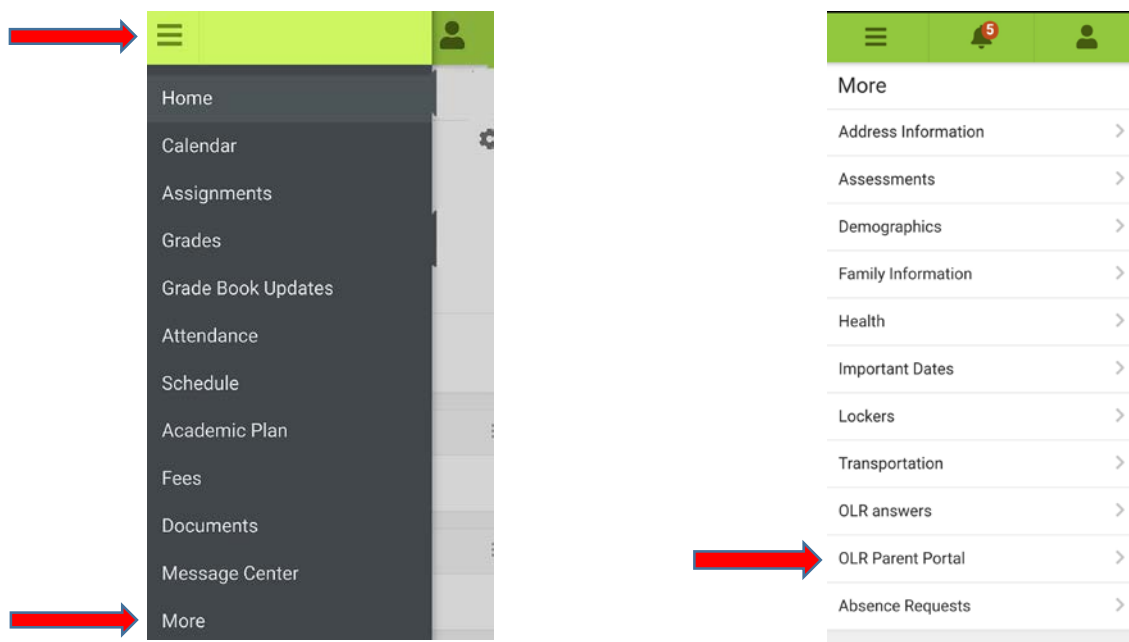
Dear Parent(s) & Guardian(s),

Welcome back (or welcome to) for those of you who are new to Brewer! Brewer School Department is excited to share more information with you about the changes to our beginning of the year annual paperwork and attendance protocols. In an effort to go paperless, we are now processing these tasks through the Infinite Campus Parent Portal! In addition to all the benefits of being paperless, this will save parents/guardians and our office staff oodles of time. On Monday, August 21st, you should have received an email to set up your Infinite Campus Parent Portal account or a request to log in and make sure it's working accurately. If you did not receive this original message or are having trouble with this, please contact Charity Rogers-Blanchard @ [crogers-blanchard@breweredu.org](mailto:crogers-blanchard@breweredu.org).

### **Annual Updates and Beginning of the School Year Paperwork:**

Starting this year, we will no longer be sending home the large packets of the required paperwork. Instead, we have recreated a majority of this digitally through our Student Information System! *No more writing your child's name and signing your name a bazillion times at the beginning of the year! - Well, not exactly a bazillion...but it sure does feel like it!*

1. Upon logging in to Infinite Campus (IC) Click on the three lines to open the index. This is where you will find the **More** option. Click more and you will be redirected to an additional index. Please click on the **OLR Parent Portal** option.



2. Once you click on the **OLR Parent Portal** you will want to click on the **START** button. This will be start the process of completing the annual "paperwork".

## ◀ More | Online Registration

NAME	STATUS	ACTION
23-24 School Year Annual Student Questions, Updates & Required Information	NOT STARTED	Start

You will notice that some information is already completed, this information is what is currently in IC for demographic information. This should save a lot of time and alleviate repetition with this process!

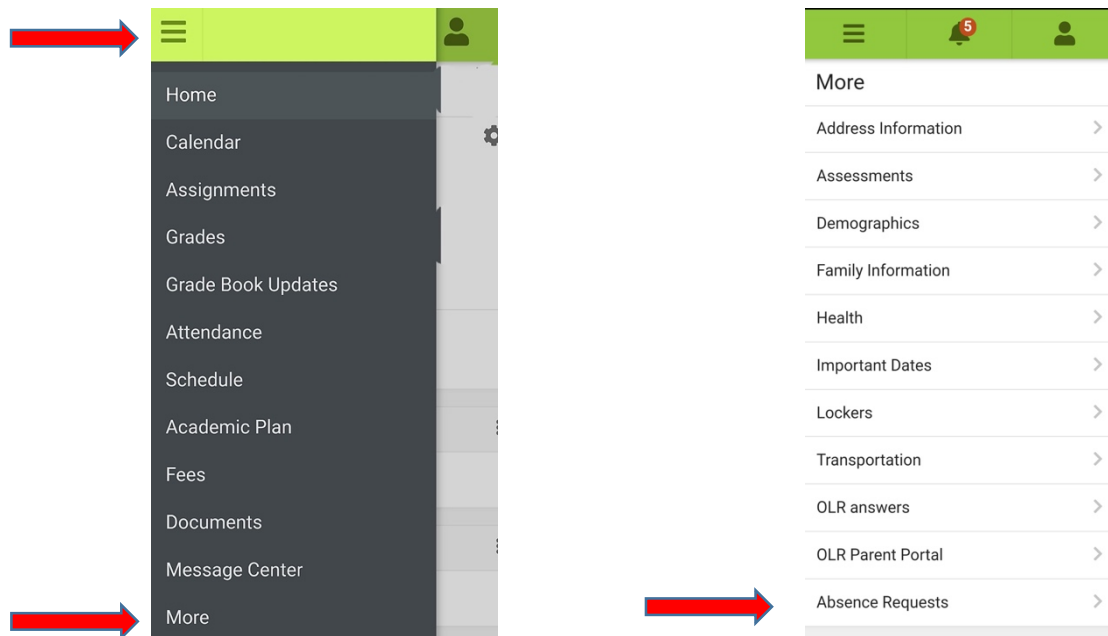
3. Review this data for accuracy and enter in any missing information. Upon completion please click on the "Submit" button. Simple as that!!

**Please complete these forms no later than September 8, 2023**

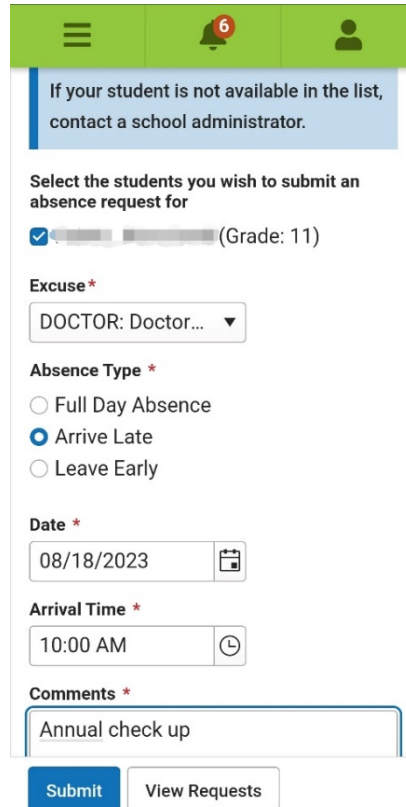
### **New Attendance Procedures:**

Another exciting change we are implementing is our attendance procedures. Parents will not need to email or call the office if your child is going to be absent, late or needs to be dismissed early. Instead, we are asking that you enter this information in the IC Parent Portal.

1. Once again go to the index section and click on **MORE**. Then go to **Absence Requests** options.



2. In the absence request section, you will need to complete the information needed and then submit. This will be sent to office staff for processing. Below is an example of what an attendance request looks like.



The screenshot shows a mobile application interface for submitting an absence request. At the top is a green header bar with a menu icon, a notification bell with a red '6', and a user profile icon. Below the header is a blue informational box stating: "If your student is not available in the list, contact a school administrator." The main form area is white and contains the following sections:

- Select the students you wish to submit an absence request for**: A list of students with a checkbox selected for a student (Grade: 11).
- Excuse \***: A dropdown menu showing "DOCTOR: Doctor..." with a downward arrow.
- Absence Type \***: Three radio button options: "Full Day Absence", "Arrive Late" (which is selected), and "Leave Early".
- Date \***: A date input field showing "08/18/2023" with a calendar icon to its right.
- Arrival Time \***: A time input field showing "10:00 AM" with a clock icon to its right.
- Comments \***: A text input field containing the text "Annual check up".

At the bottom of the form are two buttons: a blue "Submit" button and a white "View Requests" button with a grey border.

If your student is late or absent and you have not completed this request form, an automated call will still get sent to check in on your student.

**Please note that Family Vacation Requests will still need to be processed through the Front Office and not currently available using the Absence Request.**