


# Infinite Campus - Parent Contact Preferences

The School District of Janesville makes every effort to keep parents and guardians informed of their child(ren)'s progress, school events, and any emergencies.


To stay informed, parents need to have up-to-dated contact information at all times.

## To Update Your Contact Preferences in Infinite Campus

1. Go to [www.janesville.k12.wi.us](http://www.janesville.k12.wi.us)
2. Click on the  button in the top right-hand corner of the page

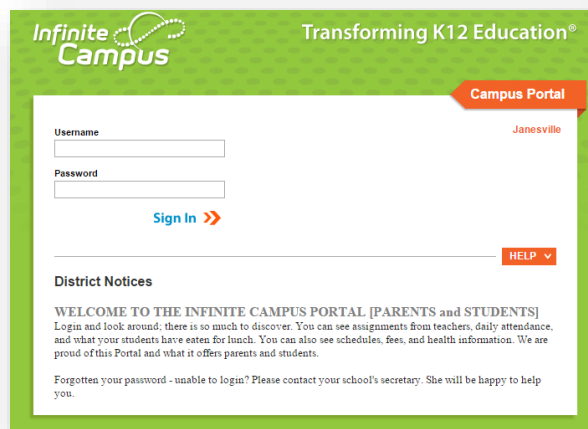


3. Choose  to continue to Infinite Campus

If you are **both** a staff member and an SDJ parent, all preferences should be edited through the 

## Logging into Campus

1. Type your username and password into the appropriate fields.



Your password is **case sensitive**.

If you **don't know your username, password, or receive an error message**, see the last page to get assistance

2. Click 

## Updating Contact Devices

1. From the left-hand menu click **Family Members**



2. Find **your name** on the right side and verify your phones numbers and email addresses.

A screenshot of the 'Family Members' update form. The form has a title 'Family Members' and a section 'Household:'. Below this, there are fields for 'Cell Phone:', 'Work Phone:', 'Other Phone:', 'Email:', and 'Secondary Email:'. At the bottom of the form is a blue 'Update' button.

3. To make any adjustments to your contact information, click the **Update** button to make changes

A screenshot of the 'Update Contact' dialog box. It contains fields for: \* First Name, \* Last Name, Middle Name, Suffix, \* Gender, Email Address, Cell Phone, Secondary Email Address, Work Phone, Other Phone, and Comments. At the bottom, there are two buttons: 'Send Update' and 'Cancel'. The 'Send Update' button is circled in red, and a red arrow points to it from the left.

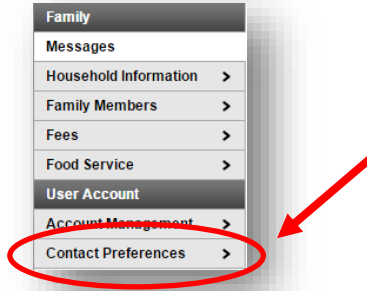
Your **First Name**, **Last Name**, and **Gender** are required

Changes **will not be visible** until they are approved, which can take up to 24 hours.

4. Click **Send Update** to save your changes

## Updating Contact Preferences

- From the left-hand menu click **Contact Preferences**



- Scroll to the bottom of the page and update your contact preferences. Put at least one checkmark in each column. We will contact you by the choices you make in each column.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (608)111-2222	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (608)333-1111	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (608)555-8888	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Some General Rules for Contact Information

- Make sure your Email addresses and phone numbers are accurate. It is how we will contact you.
- Make sure there is **no duplicate e-mail addresses or phone numbers**. You may be contacted multiple times if there are duplicates.

**Emergency:** Critical events that require immediate attention (e.g. evacuation of school building).


**Attendance:** *Craig and Parker Parents Only* - Messages are sent for unexcused absences.

**Behavior:** *Parents Only* – Messages are sent for behavior referrals or out-of-school suspensions

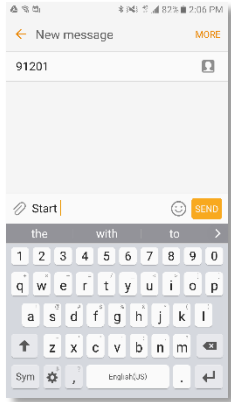
**General:** General Messages from schools (e.g. special events, surveys, college news, exam schedules, conferences, and Food Service Low or Negative balance notices).

**Priority:** Important events for immediate attention (e.g. school closure due to weather)

**Teacher:** *Parents Only* – Teacher communication to parents about students in the classrooms or coursework

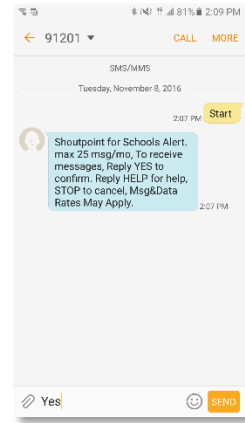
- Make sure to **save your changes** by clicking the  button at the bottom of the screen

## Enabling Text Messaging



If you selected “Text” above, you can receive Text Messages from the District. However, you must complete the following steps to receive text messages

1. Text the word “**START**” to 91201.
2. You will receive a Shoutpoint message.
3. You should text “**YES**” to confirm that you want text messages from the district.



If you text the word START to 91201 and do not receive a response, you must call your carrier to see if **Premium Messaging** (short code) is blocked. If Premium Messaging is blocked, ask your carrier to unblock it so you can receive texts from the district.

Be aware that additional charges may apply to text messages. The District is not responsible for these charges.

## What Happens Next

Staff will see these updates and changes as soon as the request is approved, usually within 24 hours.

## Looking for Assistance?

If you need assistance updating your contact information, call your school's building secretary.

### **Elementary Schools**

Adams	608-743-6300
Harrison	608-743-6406
Jackson	608-743-6506
Jefferson	608-743-6600
Kennedy	608-743-7500
Lincoln	608-743-6700
Madison	608-743-6806
Monroe	608-743-6900
Roosevelt	608-743-7000
Van Buren	608-743-7100
Washington	608-743-7206
Wilson	608-743-7306

### **Middle Schools**

Edison	608-743-5926
Franklin	608-743-6000
Marshall	608-743-6200

### **High Schools**

Craig	608-743-5200
Parker	608-743-5615

### **Charter Schools**

Arise	608-743-6654
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Rock River	608-752-8273
RUHS	608-758-6512
TAGOS	608-290-0468