TIMOTHY DWIGHT SCHOOL

1600 Redding Road

**Fairfield, Connecticut 06430**

# Mimi Maniscalco (203)255-8312

**Principal Fax (203)255-8201**

December 10, 2014

Dear Kindergarten Families,

With the advent of Infinite Campus (IC) and a desire to “go green”, all progress reports are viewed through the Infinite Campus portal. You are still able to print out a paper copy of the report card if you so desire. Instructions to print out from IC are listed below.

Thank you for your attention to this and in supporting our efforts to provide you with timely progress information in an efficient and environmentally friendly way through Infinite Campus.

Sincerely,

The Kindergarten Team

**SAVE THE INFORMATION BELOW FOR FUTURE REFERENCE**

Directions to view and print your child’s report card on IC:

1. Log into IC
2. On the top left of the screen, click on the drop down arrow next to SELECT A STUDENT
3. Select your child for whom you’d like to view the report card
4. From the left side menu, select REPORTS
5. From the main central area on the screen, select the marking period for which you’d like to view the report card (Marking Period 1, Marking Period 2, etc.)
6. Another window will pop up, with your child’s report card information.  You can then choose to print or save it.
7. If the report is blank, that means the report cards have not been finalized yet from the school.