

## **Commack High School**

### **Infinite Campus Missed Assignment Email Notification FAQ**

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#### **What is the Infinite Campus Missed Assignment Notification?**

Infinite Campus allows for automatic email notifications to be sent to parents/guardians to inform them of their student's past due or "missing" assignments. These notifications will also be available in the parent portal as an Inbox notification.

#### **What is considered a missing assignment?**

A missing assignment is an assignment that is past due and can be submitted according to the teacher's late assignment policy.

Assignments that have been submitted and received a grade, including zero ("0"), are not considered a missing assignment and will not show up on these notifications. Please be reminded to visit the parent portal to view your student's grades. The parent portal login page can be found at <https://campus.commack.k12.ny.us/campus/portal/commack.jsp>.

#### **When will the first Missed Assignment Notification go out, and how often will I receive these Missed Assignment Notifications?**

The first Missed Assignment Notification will go out on Friday, April 15, 2016. Missed Assignment Notifications will be automatically generated by the Infinite Campus system each Friday going forward.

#### **Where are these notifications sent?**

The Missed Assignment Notifications are sent to the primary email address of each parent/guardian that is on file in Infinite Campus. If you would like to verify or change the email address on file, please sign in to the parent portal and click on Contact Preferences to verify or change your primary email address. If you need assistance, please email [parentportal@commack.k12.ny.us](mailto:parentportal@commack.k12.ny.us).

#### **Why would one particular assignment show up on multiple notifications?**

An assignment that is marked as "missing" by the teacher will continue to be included in the notification each week until that assignment is no longer marked as missing. Please be reminded to visit the parent portal to view your student's grades. The parent portal login page can be found at <https://campus.commack.k12.ny.us/campus/portal/commack.jsp>.

### **How do missing assignments impact the running marking period average that is available in the open gradebook?**

Missing assignments will count as a “zero” in the running marking period average available in the gradebook. This transparent communication allows the student and parents/guardians to know exactly how a missed assignment will impact a student’s average as a “zero.”

Once the assignment is submitted according to the teacher’s late assignment policy or if the student fails to submit the assignment according to the teacher’s late assignment policy, a numeric grade will be entered into the gradebook.

### **What do I do if I have a question about an assignment included in the Missed Assignment Notification?**

Students are given advanced notice of their assignments and can be proactive in managing their time by using their school-issued Agenda or by checking the teacher’s eBoard.

The student would be the primary source of information as to why the assignment is missing and has not been completed or handed in. The student will also know the last possible date to hand in the assignment according to the teacher’s late assignment policy as this is communicated to students and parents in a number of ways throughout the school year (i.e. during the first day of school, at Open-House, etc.).

Should a parent have any question about the missed assignment(s) after discussion with the student and after the student’s discussion with the teacher, please follow our Lines of Communication, which can be found at <http://www.commack.k12.ny.us/parent/linesofcommunication.pdf>.

### **Does the Missed Assignment Notification replace the need for a teacher call home should they have a concern about my child?**

As the District continues to enhance the way information is communicated to parents through technology, this technology does not replace what the District considers the most valuable form of communication which is direct contact with a parent/guardian.

In regard to missing assignments, should a teacher have a concern about excessive missing assignments or finds a pattern developing around a student’s missing assignments, the teacher will contact the parent/guardian. Please view our Lines of Communication if you have questions regarding who to contact about your child. The Lines of Communication can be found at <http://www.commack.k12.ny.us/parent/linesofcommunication.pdf>.

**What do the Missed Assignment Notifications look like when received by email?**

**From:** [noreply@commack.k12.ny.us](mailto:noreply@commack.k12.ny.us) [[noreply@commack.k12.ny.us](mailto:noreply@commack.k12.ny.us)]

**Sent:** Friday, January 15, 2016 12:30 PM

**To:** [parent@parentemailaddress.com](mailto:parent@parentemailaddress.com)

**Subject:** Missed Assignment Notification

This is an email from Commack High School.

Your student, (name), has the following missing assignments.

- Global History – (name of missing assignment)
- Math – (name of missing assignment)

Please use this notification to have a conversation with your child about these assignments.

- For more information about your child's grades, please sign into Commack's Parent Portal.
- For more information about the Parent Portal and the Missed Assignment Notifications, please visit our Parent Portal webpage.
- For Parent Portal technical support, please contact [parentportal@commack.k12.ny.us](mailto:parentportal@commack.k12.ny.us).

Thank you.