

## **PARENT INFORMATION**

**To enhance communications between families and the school staff, we request parents/guardians (at least one per household) to have an up-to-date email on file at the school. If you do not have an email address, here are a few options available for your consideration to create a free email address:**

- GMail = Google Search for accounts.google.com and follow the directions to set up a free account.
- Outlook = Search for outlook.live.com and follow the directions to establish a free account.
- Yahoo = Search for login.yahoo.com/account/create and follow the steps to create a free account.
- AOL = Search for login.aol.com and follow the directions to set up a free account.

Additionally an email account is available for users of an iPhone or Android device.

**Because the Infinite Campus Parent Portal and Student Portal provides much information for the parent and student such as Assignments, Grades, Attendance, and Behavior, we request that at least one parent/guardian per Household establish a Parent Portal account. If you do not have a Parent Portal account or have forgotten the login and/or password, email [parent.portal@etown.kyschools.us](mailto:parent.portal@etown.kyschools.us) for login information. Please include your name and the student name(s).**

**To access the Parent Portal, go to our EIS website (<https://www.etown.k12.ky.us/>), select Parents/Students on the top horizontal menu bar and select *Infinite Campus Parent/Student Portal*. Read the narrative and scroll to the bottom of the screen and select *I AGREE*.**

**Information regarding the Parent/Teacher Organizations at each school can be accessed by clicking Schools on the website menu bar and then selecting the school's website. Enter the school website and look for links to parent involvement opportunities.**

**Would you like to schedule a conference with your child's teacher(s)? Here are 2 ways to schedule a conference:**

- 1) Call the office of your child's school and request a conference.
- 2) Contact your child's teacher(s) via email requesting a conference. The format for the email address is as follows: teacher's first name.teacher's last [name@etown.kyschools.us](mailto:sharon.lee@etown.kyschools.us). (Example: [sharon.lee@etown.kyschools.us](mailto:sharon.lee@etown.kyschools.us)).

**Check the website for your child's school for information regarding the Handbook, Dress Code, volunteer opportunities and more. Also check other sections of our district website for further information, particularly the following:**

- Departments – Student Services
- Departments – Curriculum
- Departments – Transportation
- Departments – Nutrition Services
- Parents/Students – FAQ Parents/Students –
- Instructional Links

**Do not hesitate to contact the schools or the Central Office staff for additional information.**