

# **DO YOU KNOW HOW TO CHECK YOUR CHILD'S ATTENDANCE OR THEIR GRADES?**

To help you more effectively monitor the progress of your child, Richmond County School System provides a web based system call **Infinite Campus Parent Portal**. This system will provide you detailed information which includes schedules, attendance and grades. Please follow the steps below to access your child's account.

1. Go to the **rcboe.org** home page.
2. Click on **Parents** located at the top of the page
3. Click on **Infinite Campus Parent Portal** Instructions
4. Navigate to the Infinite Campus Portal Activation Key Lookup.
5. Click on link **[https://campus.rcss-k12.org//K12\\_Custom/cparent/index.jsp?appName=richmond&version=2&rel=hhchk](https://campus.rcss-k12.org//K12_Custom/cparent/index.jsp?appName=richmond&version=2&rel=hhchk)**
6. Enter your child's Social Security Number in the appropriate space with no dashes, then the child's date of birth in the appropriate fields. **NOTE: Only one account per parent/guardian is needed** regardless of the number of children attending our schools.
7. Click Submit.
8. The next screen provides the activation keys for all parents or guardians identified for the household. We recommend that you print or save this information on your computer.
9. Click **Activate Your Parent Portal Account Now** to take you to Campus Portal for parents and student.
10. A login screen will appear. Click on Help.
11. The previous process provided you with your activation key. **Enter your Activation Key. Select a User Name and Password** for your Portal account. **Click Create Account.**
12. Campus Parent Portal Link **<https://campus.rcss-k12.org/campus/portal/richmond.jsp?status=portalLogoff&lang=en>**

**If you have any questions or need assistance, please do not hesitate to stop by the front office and we will gladly give you assistance.**

