

# Hopewell Valley Regional School District

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[www.hvrtd.org](http://www.hvrtd.org)

Office of Curriculum & Instruction  
Amy D. Orlando, K-12 Supervisor of Special Projects

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Date: 2/9/10

Re: K-5 Report Cards and Infinite Campus (IC)

Dear Parent(s) and Guardian(s):

1. We wanted to remind you that this is the last paper copy you will receive of your child's report card. Hopewell Valley is moving forward with our green initiative, and we're happy to report that the district will be paperless for K-12 report cards beginning with Marking Period 3. If you need to continue receiving a paper copy, please contact the school's main office.
2. In anticipation of Marking Period 3, you can now view report cards online in the Campus Portal for this Marking Period. To familiarize yourself with how to view report cards online, follow these steps:
  - a. Log on to Infinite Campus from our district website ([www.hvrtd.org](http://www.hvrtd.org)).
  - b. Click on the 'Parents' menu and then select 'Infinite Campus.'
  - c. Click on the icon for the 'Infinite Campus Parent/Student Portal.'
  - d. Enter your User Id and password to log in to the system.
  - e. In your Index, select the 'Reports' tab under the appropriate child's name.
  - f. From here, select the appropriate grade-level report card for your child. For example, if your child is in Grade 2, you would select (Grade 1-3 Report Card). If your child is in Grade 4, you would select (Grade 4-5 Report Card), and so on. This will ensure you are viewing the correct report card with the appropriate standards.
3. If you need support with using Infinite Campus, please be sure to contact our IC Help Desk through Email at [ICHelp@hvrtd.org](mailto:ICHelp@hvrtd.org) or call Central Registration at 737-4002 ext. 2304 (8:00 am-4:00 pm, M-F) if you need assistance.

*Important Reminder:* As you log in to Infinite Campus to check grades and student information, please be sure to review your contact information within the system. This will serve as a good opportunity to update your information for accuracy. The information in the system is utilized for emergency contacts, and we want to be sure we're able to reach you in a timely fashion. Thank you.