

Plainview Old Bethpage Central School District
Howard B. Mattlin Middle School
100 Washington Avenue, Plainview, New York 11803

August, 2010

Dear Parents:

I am pleased to inform you that the *Parent Portal* for our school's student management system is ready to be opened to all parents at Mattlin Middle School. It is an excellent tool for you to stay informed of your child's attendance, behavior and academic progress in school on a daily basis.

If you are interested in having this capability, please do the following:

1. Visit the Plainview-Old Bethpage Central School District website at www.pob.k12.ny.us.
2. Click on the "Schools" tab.
3. Click on the "Mattlin" tab which is located on the left hand side in the yellow field. Click on "Infinite Campus Parent Portal".
4. Review the District's policy for Parent Portal Usage found in Step #1.
5. Follow the procedures for Steps #2 and #3.
6. Sign and return the "Infinite Campus Parent Portal Acceptable Use Guidelines Agreement" to Mr. Thomas Schwartz, Assistant Principal, at Mattlin Middle School.
7. Await instructions via mail with an "Activation Key Code" to provide you the access to the Infinite Campus Parent Portal.
8. After you receive your personal "Activation Key Code", you will need to activate your account. Visit the following website by clicking the link in Step #5: <https://ic.pob.k12.ny.us:8443/campus/portal/pob.jsp>

I hope you will take advantage of this great opportunity to monitor your child's progress at Mattlin. I am certain you will be glad you did!

Sincerely,

Dean Mittleman
Principal

DM/ck