



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844

Infinite Campus Survey Instructions/FAQs

Registration for Field Trips and Activities will now be done in the Parent Portal of Infinite Campus.

To complete a Registration Survey:

- Sign into the Parent Portal
 - <https://wicloud2.infinitecampus.org/campus/portal/parents/swallow.jsp>
- Click the Surveys tab in your Message Center
- Complete the Survey Assigned

To Pay a Field Trip/Activity Fees through Infinite Campus

- Sign into the Parent Portal
 - <https://wicloud2.infinitecampus.org/campus/portal/parents/swallow.jsp>
- Select **Fees** from the left Column
- In the Person Field, select all or toggle between students
- Select the fee to pay and **Add to cart**
- Select **My Cart** on the right
- Complete the credit card process

If you do not wish to pay your fee through Infinite Campus, you can still send in payment to school with your child

FAQs

What if I have more than one child that I need to fill the survey out for?

The surveys are equipped to be filled out more than once. You will need to use the parent portal link (not the link from the email) to sign into Infinite Campus to complete the survey a second time. Give the survey a couple of minutes to reset. Once the fields are blank, you are good to complete it a second time.

I don't see a survey listed to complete. What should I do?

Contact Nurse Beth at nurse@swallowschool.org or gatzowe@swallowschool.org. She will be able to troubleshoot survey-related questions.

I'm having a hard time figuring out how to process my fee. What should I do?

Contact Jeannine at frontdesk@swallowschool.org. She will be able to help you process your fee.

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I filled out the survey for one of my students and now need to fill it out for a second. The answers were saved and it says I already completed a survey. What should I do?

Scroll down to the bottom of the window that opens when you click the survey (the second time) and click PREVIOUS. This gets you to the start of the survey. Fill in the fields for your next student and complete the survey a second time. You will need to type over the existing data.

Contact Nurse Beth at nurse@swallowschool or gatzowe@swallowschool.org. She will be able to troubleshoot survey-related questions.