## **Sample Email Message for Staff**

Subject: New Student Information System launching this fall!

Hello *[PSU name]* staff,

This fall, *[PSU name]* is transitioning to a new student information system, NCSIS powered by Infinite Campus. The new NCSIS provides a variety of features to track and monitor student progress, streamline administrative tasks, communicate with parents and more! Campus Parent and Campus Student, the Infinite Campus web portals and mobile apps, give parents/guardians and students real-time access to grades, attendance, assignments and schedules.

Click your role below to learn more about the features that will be available to you. Each flyer includes a QR code to a webpage with more information. We also encourage you to visit [ncsis.gov](https://ncsis.gov/) to explore FAQs, professional learning opportunities and other resources.

[Counselors & Administrators](https://content.govdelivery.com/attachments/NCSBE/2024/04/03/file_attachments/2835488/Counselors%20and%20Administrators.pdf)

[Front Office Staff](https://content.govdelivery.com/attachments/NCSBE/2024/04/03/file_attachments/2835489/Front%20Office%20Staff.pdf)

[Teachers & Curriculum Directors](https://content.govdelivery.com/attachments/NCSBE/2024/04/03/file_attachments/2835510/Teachers%20and%20Curriculum%20Directors.pdf)

[Technology Staff](https://content.govdelivery.com/attachments/NCSBE/2024/04/03/file_attachments/2835492/Technology%20Staff.pdf)

**NCSIS Features:**

*[Features vary by PSU. Please coordinate with your PSU’s NCSIS administrator. This would be a good place to share which products your PSU is phasing out, i.e. “Campus Messenger with Voice – Simplify communication to staff, students and parents via call, text or email. This will replace SchoolMessenger for all district and school communication.”]*

* *Infinite Campus SIS:* A robust and powerful SIS. Tools and modules are carefully crafted with all stakeholders in mind: staff, teachers, parents and students.
* *Campus Online Payments:* Reliable and secure payment processing for fees, activities, school store, and more.
* *Campus Online Registration:* Eliminate paper packets and bring your new and existing student registration online.
* *Campus Messenger with Voice:* Simplify communication to staff, students and parents via call, text or email.
* *Campus Workflow Suite:* Tool improves attendance accuracy and efficiency by letting school staff know when and where students are in the building.
* *Campus Analytics Suite:* Identify students at risk of not persisting to graduation. Includes surveys with translation support and embedded reporting.
* *Campus Data Suite:* Validate data integrity, navigate ever-changing FERPA regulations, and audit data changes and data access to protect student information.
* *Campus Report Translation Module:* Support multiple languages when building report cards around grading tasks, standards, and courses.
* *Campus Passport:* Training subscription that features role-specific, on-demand learning.
* *Yearly Event Series (YES):* Numerous specifically timed and function-focused training events throughout the year for PSU staff.
* *Campus Learning Suite:* LMS that connects teachers to new, powerful tools for digital learning.

You will receive information about how to access the new NCSIS from *[Varies by PSU, please coordinate with your NCSIS administrator.]* We are excited about this transition and look forward to working with you to implement it!