



Academics Justice Leadership

Dear Parents,

Important information for your child can be found on the **Infinite Campus Parent Portal**. On the portal you will find:

- Student ID Number
- Student Email (from portal: More > Family Information)
- Student Lunch Pin
- Transportation Information (available August 30)
- Student Schedule (available August 30)

Infinite Campus is available as an APP for Android and Apple Users. To access Infinite Campus from a browser window use: https://mncloud3.infinitecampus.org/campus/portal/twin_cities_academy.jsp

There is a link to the Portal from our web site, www.twincitiesacademy.org.

Students and parents both use this page to launch the application.

If you do not have a portal account, check for an email on Aug 20 titled TCA Portal Account Instructions. (check your spam folder too) If you didn't receive this message or have problems accessing your portal account, email tausen@twincitiesacademy.org.

Communications: If you have not received an email from TCA, please call the office so we can make sure we have your information and you can receive communications from the school.

When you log into the portal please do the following.

- Review household information and submit change requests.
- Apply for Free and Reduced Meal benefits.
- Select your communication preferences for emails, texts, and recorded voice messages.

Free and Reduced Lunch Applications: A new application is required every year. Please apply online through the parent portal. Even if you have received an approval letter from another school district, you must fill out a separate application for TCA. Paper applications are available in the office or on the school website. Lunch and breakfast will be no charge this year however we do need applications returned for P-EBT and other school funding.

Parent/Guardian Schoology Account: Parent/Guardians login at apps.schoology.com. Parent/Guardians of returning students will use the same username and password from last year to log into their account. New families should look for an email (by Sept 3rd) which will provide their Schoology login information. Emails will be sent to the address you put on the student registration paperwork.

Important student information on the back side of this paper



Default password for students for the Student Portal, Student Email, and Schoology:

All lowercase, 10 characters total, initials and birthdate <first initial><last initial> mmddyyyy

Student Emails: School email accounts have been created for students. The format is their first name last name @twincitiesacademy.org. Everything is lowercase; dashes, parenthesis and spaces have been omitted.

Student Portal: At the Infinite Campus portal log in page, students select the box which says Sign in With School Email Account. Do not include @twincitiesacademy.org for the student portal sign in.

Student Schoology Account: Students will use their school email address as their username and school email password to log into Schoology. They will login at twincitiesacademy.schoology.com

Buses: TCA uses Centerline Charter Corp for busing. Busing information will be on the portal the week of August 30. If you want to request a change, forms are available on the TCA website, www.twincitiesacademy.org. Students should be waiting at the bus stop 5 minutes before their scheduled time. For daily bus operations, i.e. if your bus is more than 5 minutes late, you may contact dispatch at 651-482-1794.

First Day: Students report to their Advisory class on the first day of school, Tuesday September 7. Schedules, agendas, locks and locker assignments happen in the Advisory class on the first day of school. Schedules will be available on the portal the week of August 30.

Please refer to our website at twincitiesacademy.org for: September lunch menu, Special Dietary Request forms, school supply list, school calendar, and much more.

Where to get help:

General Information: info@twincitiesacademy.org

Infinite Campus: tausen@twincitiesacademy.org

Schoology: schoology@twincitiesacademy.org

Scheduling: msauer@twincitiesacademy.org

Special Education: lbender@twincitiesacademy.org

Free Meals Applications: tausen@twincitiesacademy.org

Busing: tausen@twincitiesacademy.org

Athletics (middle school): slindholm@twincitiesacademy.org

Athletics (high school): vvondracek@twincitiesacademy.org