

Contacting Through the Roster

Last Modified on 01/16/2026 3:07 pm CST

Tool Search: Roster

Clicking on a student's name in the roster opens a detail window with information about the student and their household, including contact information for all members.

The screenshot displays the Infinite Campus interface. On the left is a navigation menu with options like Message Center, Planner, Grade Book, Attendance, Roster, Seating Charts, Student Groups, Class Serve, Post Grades, Assignment Overview, Lockers, Standardized Test, Course Requests, and Student Course. The 'Roster' tool is selected, showing a list of 'Active Students (9)'. A red box highlights 'Student, Andrew T' in the roster, with a red arrow pointing to the detail window on the right.

The detail window for 'Student, Andrew T' contains the following information:

- Gender:** M
- Birth Date:** 03/24/1997
- Nickname:**
- Grade:** 11
- Enrollment:** 13-14 High School
- Contact Information:**
 - Email:** andystu@email.com
 - Preferred Language:** US English
- Primary Household: Student, Tom & Brenda**
 - Household Phone:** (555)555-4080
 - Address(es):** 123 N William Ave , Somewhere, SD 57501
 - Members:**
 - Student, Tom** (Father/Son)
 - Email:** studenttom@email.com
 - Cell:** (555)555-5378
 - Student, Brenda** (Mother/Son)
 - Email:** studentmom@email.com
 - Cell:** (555)555-6316
 - Student, Luke C** (Brother/Brother)

At the bottom right of the detail window are 'Print' and 'Close' buttons.

Contact Information in the Roster

Click on an email address to open a new email in your preferred email client.

Mailing addresses and phone numbers also display, with mailing addresses indicated by a mail icon. Contact information is only available if it's been entered on each individual's [Demographics](#) tab and [Households](#) record.

Emergency contacts are listed with their Emergency Priority designation.

Access this demographics screen from anywhere that students' names appear as blue hyper links.