

PARENT PORTAL ACCESS REQUEST FORM



Use of the Parent Portal is intended to increase and enhance communication between the school and parents/guardians. In order to protect the confidentiality of student records, all parent/guardians who agree to the **Parent Portal Acceptable Use Agreement** and want to use this service should complete the request below.

Parent/Guardians with multiple students in different schools in the district may access all their children's information using one account. However, each child's Access ID and Access Password will need to be requested from each school office. Please return this form **in person** to your child's school office. (Be prepared to present a **photo ID**).

Parent/Guardian
Name (Print): _____
(First name, middle initial, last name)

Parent/Guardian
Home Address: _____
(Street address) (City) (State) (Zip)

Home Phone: () _____

Cell Phone: () _____

Work Phone: () _____

List all students currently enrolled at School Name:

Student Name	Relation to Student (e.g. mother, father, etc.)	Grade Level

I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above:

Signed: _____
Signature & I.D. must be that of the Parent/Guardian shown on first line

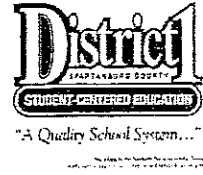
Date: _____
(mm/dd/yyyy)

Once the information provided above is verified and processed, you will receive your child's Access ID(s) and Password(s) including detailed instructions for creating your account.

<i>Office Use Only</i>		
_____	_____	_____
<i>Date Received</i>	<i>Information Verified by (initials)</i>	<i>Parent Portal Approved (initials)</i>

Parent Portal

Acceptable Use Agreement



User Expectations

Spartanburg District One Schools manages student information electronically and makes grade and attendance records available for viewing to authorized parents/guardians through a secure connection over the Internet. Spartanburg District One Schools utilizes *PowerSchool Parent Portal*, a web-based student demographic and information system for the management of student data. The Parent Portal allows parents/guardians of our currently enrolled students to monitor information and progress by viewing attendance, grades, assignments, and class schedules online in a confidential and secure setting. E-mail hyperlinks within Parent Portal also provides the means to easily contact the appropriate staff (teachers and administrators) at the school to gather additional information or address specific issues that might arise. Important announcements, events, and notices are also posted within Parent Portal. Student information is available in real time for parents to view as soon as it is posted by school staff. Spartanburg District One Schools reserves the right to add to or remove any of the above-mentioned features from Parent Portal. This powerful database and communication tool provides a means for school staff and parents to keep students on track for success in school. Spartanburg District One Schools will provide all parents/guardians of currently enrolled students the opportunity to access Parent Portal. Only parents of students enrolled in Spartanburg District One Schools with legal rights to their child's student records may receive a Parent Portal account. Spartanburg District One Schools reserves the right to deny or cease access to Parent Portal due to violation of the Parent Portal Acceptable Use Policy, court orders, or any other legal proceedings that limit the availability of private educational data.

Purpose

Spartanburg District One Schools provides access to the Parent Portal to increase and further enhance communication between the school and parents/guardians. More immediate access to your child's student records provides the means to work together to better address the instructional needs of our students and your child.

Use of Parent Portal

Access to Parent Portal on Spartanburg District One Schools' network is a privilege, not a right. Users of Parent Portal must adhere to the following guidelines:

1. Users must complete Spartanburg District One Schools' **Parent Portal Access Request Form**.
2. Users will be responsible for the security of the Access ID and Password for their student once issued.
3. Users will not attempt to access data or another account for which they have no legal right to access.
4. Users will act in a responsible, legal, and ethical manner.
5. Users will not utilize Parent Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
6. Users identified as a security risk to Parent Portal will be denied access to the parent portal.

System Requirements

Spartanburg District One Schools is not responsible for providing personal computers or internet service to parents/guardians for accessing Parent Portal. It is the responsibility of the parent/guardian to provide and maintain their personal computer for accessing this resource. Spartanburg District One Schools is not responsible or liable for any technical issues related to a personal computer.