



INFINITE CAMPUS

Parent/Guardian Portal Request Form

I am requesting access to my child/children's student information on the Jefferson City School District's Parent Portal website. Access to Parent Portal includes Messenger functionality between teachers and parents/guardians. If utilized, messages will be sent to both the portal account and the email address listed. I have read the *Jefferson City Public Schools Parent/Guardian Portal Acceptable Use Agreement* and agree to abide by and support the expectations. In order to protect the confidentiality of the student records, all parent/guardians who want to use this service are required to fill out this form and return it **in person** to any one of your students' schools. Please bring a **photo ID** with you when you return the form.

Please Print

Parent/Guardian
Name: (one name per form) _____
(First name, middle initial, last name)

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

Parent/Guardian
Home Phone: () _____ Work Phone: () _____

Parent/Guardian Email Address: _____
**Please be advised that student school information may be sent to this address. If this email address is different than what is currently in Infinite Campus, the email address will be updated to reflect the address above.*

I currently have a Parent Portal Account and would like to add the following students:

Please list all students currently enrolled or enrolling in the JCPS District. Student Name	Your Relation to Student (e.g. mother)	Reside with student (Yes or No)	School Building	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. By signing this document I am authorizing JCPS to grant parent portal and messenger for all students for whom I am a parent or guardian.

Signed: _____ Date: _____
Signature & I.D. must be that of the Parent/Guardian shown on the first line (mm/dd/yyyy)

Important – Once the above information is verified and processed, you will receive your Infinite Campus Activation Key along with directions on how to access the site and create your User Name and Password.

Please send my Activation Key by: Email Listed Above **OR** Mailing Address Listed Above

Office Use Only:		Form & ID
Date Returned: _____	<input type="checkbox"/> ID Verified	Checked By: _____
<input type="checkbox"/> Verify Email <input type="checkbox"/> Activation Key Provided <input type="checkbox"/> Account Created Manually		
Date Key or Manual Account Provided: _____		Initials: _____



Jefferson City Public Schools Parent/Legal Guardian Portal Acceptable Use Agreement

User Expectations

The Jefferson City School District manages student information electronically and will make the student's educational records available for viewing only to authorized parents/legal guardians and students with a secure connection over the Internet. All parents/legal guardians and students must comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The Jefferson City School District uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/legal guardians, students, teachers, principals, and administrators.

This access is a service offered to all current and active parents/legal guardians and students in grades 6-12 of the Jefferson City Public Schools. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Jefferson City Public Schools will a parent/legal guardian and/or student be authorized to activate a web account. Once a student withdraws or graduates from the Jefferson City Public Schools, their access will be deactivated. Once a student turns eighteen years old, they will need to sign a records release form granting parents/legal guardians access to their records. Parents/legal guardians, students, and staff are expected to practice proper and ethical use.

Use of the System

Parents/legal guardians are required to adhere to the following guidelines:

1. Parents/legal guardians will act in a responsible, ethical, and legal manner.
2. Parents/legal guardians will not attempt to harm/destroy the school or the district's data or networks.
3. Parents/legal guardians will not attempt to access information or any account assigned to another user.
4. Parents/legal guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy Laws. Anyone found to be in violation of these laws would be subject to civil and /or criminal prosecution.
5. Parents/legal guardians who identify a security problem within the Portal must notify their school immediately without demonstrating the problem to anyone else.
6. Parents/legal guardians will not share their password with anyone, including their own child(ren).
7. Parents/legal guardians will not set their computer to automatically login to the Internet site.
8. Parents/legal guardians identified as a security risk will be denied access to the site.

Security Features

Infinite Campus offers a highly secure system. Among the safety measures included in the system is the automatic disabling of a user's account that will occur if six unsuccessful login attempts are made on the account. Until District administration has verified the assigned user to the locked account, the account will remain locked. In order to use the account again, the user will need to contact the Student Information, Planning and Assessment Office. For disabled accounts, please email portalhelp@jcschools.us for an account reset.

Parents: Please provide your full name, home address, phone number and student(s) names along with the username and password you are trying to use.

Students: Please provide your name, student ID, home address and phone number.

Limitation of School District Liability

The Jefferson City School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by parent/legal guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. This is a private network owned and operated by the Jefferson City Public School District. Account activity is electronically recorded.