

Willmar Public Schools

## PARENT PORTAL ACTIVATION REQUEST

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE IN YOUR CHILD'S BUILDING OR THE DISTRICT OFFICE AT 611 5TH STREET SW

**I am requesting a login to the Willmar Public Schools Campus Portal and agree to the terms of the Campus Portal Acceptable Use and Safety Policy.\*\***

*\*\* District #347 reserves the right to deny access to the Campus Portal due to court orders or any other legal proceedings that limit availability of private educational data.*

Watch for your  
Portal Instructions  
to arrive by U.S. Mail.

Allow approximately 2 weeks  
from the date we receive your request.

**CHILDREN I EXPECT TO SEE (Grade and Name) :**

Gr	Name
Gr	Name
Gr	Name

**ADDITIONAL USER:**

My spouse and I will share the same login  
or  My spouse wants their own login (Complete below)

1st Portal User (You)	
Name:	
Address:	
City:	
State:	
Zipcode:	
Day Phone:	
Email:	
Signature:	<i>Required</i>
Date:	<i>Required</i>

2nd Portal User (Spouse)	
Name:	
Address:	
City:	
State:	
Zipcode:	
Day Phone:	
Email:	
Signature:	<i>Required</i>
Date:	<i>Required</i>

Office Use Only  2006	PP Approved: ____	PP Denied: ____	Date Recvd:	PP Approved: ____	PP Denied: ____
	Approved by:			Approved by:	
	PersonID:			PersonID:	
	Campus Login			Act Code Sent:	Campus Login

## **GENERAL STATEMENT OF POLICY**

Willmar Public Schools uses Campus SIS (Student Information System) to track students. Campus SIS has developed *Campus Parent Portal*, a parent portal tool, to allow parents to view the records of their child(ren) via the Internet. Willmar Public Schools will provide the parents of currently enrolled students the privilege of access to the Parent Portal. District #347 reserves the right to deny access to the Parent Portal due to court orders or any other legal proceedings that limit availability of private educational data.

## **PURPOSE**

Willmar Public Schools has the Parent Portal to enhance communication between Willmar Public Schools and parents. Users of the Parent Portal will have access to information about their child(ren):  
Willmar Public Schools reserves the right to add or remove any of the functions from the Parent Portal at any time.

## **USE OF THE PARENT PORTAL**

Access to the Parent Portal on the school district system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. User will act in a responsible, ethical and legal manner.
2. User will not attempt to harm or destroy data of another user, the school or the district network.
3. User will not attempt to access data or any account owned by another user.
4. User will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws.  
Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem with the Parent Portal must notify Willmar Public Schools District Office immediately, without demonstrating the problem to anyone else.
6. User will not share their password with anyone, including their own child(ren).
7. User will not set their computer to automatically login to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or any other ISD #347 computers or computer network will be denied access to the Parent Portal.

## **CONCERNS ABOUT PARENT PORTAL DATA**

Technical issues should be directed to the Portal Help Desk at:

parentportal@willmar.k12.mn.us

Data issues should be addressed in the following order:

1. Discuss the issue with the student.
2. Discuss the issue with the teacher via email or personally. A staff directory can be found on the district website at [www.willmar.k12.mn.us](http://www.willmar.k12.mn.us)
3. Discuss the issue with the Administrator in your child's building.