

# Willmar Public Schools Parent Portal

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*Campus Portal connects parents and students to student data online, anytime, from anywhere. When you receive your parent portal login, it also gives you the ability to make online payments for the student's Food Service account(s) and student fees.*

To use Campus Portal, you only need access to a computer that can reach the Internet. Access can be from their home, work, public library or anywhere you can establish an internet connection. Access to Campus Portal is a free service to parents and students.

Campus Portal (and other similar programs) are finding the concept significantly improves communication with parents and makes it easy for parents to get involved and stay involved with their student's education. Making an information rich connection between teachers, parents and students is a clear way to improve communication and ultimately help boost student achievement.

## How Do I Sign Up For A Portal Account?

- Contact the school secretary that your child(ren) attend for the Campus Portal Acceptable Use and Safety Policy and Parent Portal Activation request form.
  - Read the Campus Portal Acceptable Use and Safety Policy found at the end of this letter
  - Fill out the Parent Portal Activation Request Form (included with this newsletter) and return it to your child's school office.
  - You will receive your Campus Portal Activation Key via US Mail. Allow about two weeks to process your request.
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## What Data Will I See On The Portal?

### Family Information:

Family	
Messages	>
Household Information	>
Family Members	>
Calendar	>
Fees	>
Food Service	>

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. Notices are messages posted by the district or school to communicate specific information to the parents. The Inbox, is where any messages, such as school closings are viewable.

The **Household Information** tab displays the students household name, phone and address and parents can request updates to this information here, just click the update icon and follow the steps to submit any changes.

The **Family Members** tab details the demographics information of all household members. Here, parents can review each person's contact information and relationships between all household members..

The **Calendar** tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled.

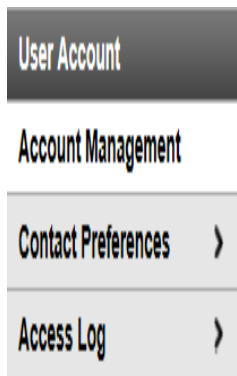
The **Fees** tab provides a list of all fees assigned to anyone in the household. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

The **Food Service** tab allows parents to track the Account Balances and Food Service Purchases of their students. At the top of the Food Service screen is a summary section which lists student's account numbers and the balances of their accounts.

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## User Account Information:



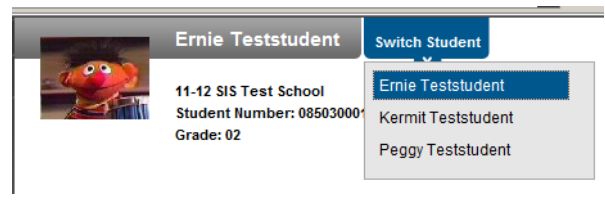
The [Account Management](#) tab allows users have the option of changing their passwords at any time.

The [Contact Preferences](#) tab displays what phones number(s)/email address will be contacted by our messenger system for calls such as weather related messages and food service balance reminders. It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Users should verify that contact information is correct and then indicate which types of messages should be directed to which phone or email address.

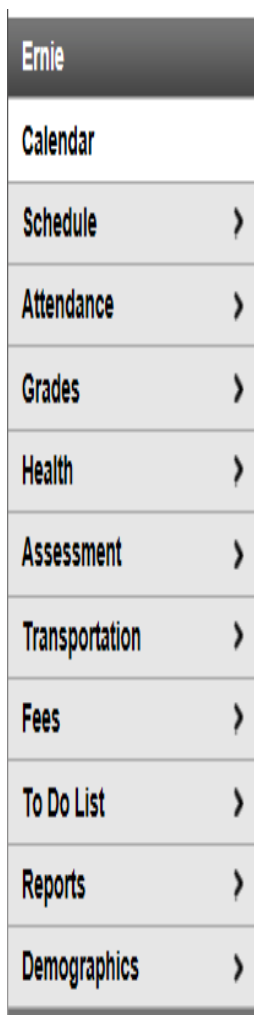
The [Access Log](#) tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

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## Student Information:



Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year will display in the list.



The [Calendar](#) tab displays all day events, assignments and attendance events for that student only.

The Course [Schedule](#) lists the student's classes in each period and term, along with the time, location and teacher. Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades (if the teacher utilizes their grade book in Campus).

On the [Attendance](#) tab, parents can monitor student attendance using a variety of summary options.

On the [Grades](#) tab, parents can see a student's current in progress grades for all courses along with any assignments graded within the last two weeks.

In the [Health](#) tab, Campus tracks compliance with vaccine/immunizations requirements and if the student is compliant or not. **Immunizations** section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

The [Assessment](#) tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments.

In the [Transportation](#) tab, information is displayed regarding a student's transportation to and from school.

The [Fees](#) tab provides a list of all fees assigned to the student. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

The [To Do List](#) tab stores information regarding a student's assignment "to do list" for schedule courses.

The [Reports](#) tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

The [Demographics](#) tab stores information regarding a student's demographics and non-household relationships such as dentist, aunts uncles, grandparents, etc. A request can be submitted on this page to have data updated that is incorrect or has changed.

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Willmar, MN 56201

Phone: 320-231-8500

Fax: 320-231-1061

Email portal questions to: [parentportal@willmar.k12.mn.us](mailto:parentportal@willmar.k12.mn.us)

## *Campus Portal Acceptable Use and Safety Policy*

### *GENERAL STATEMENT OF POLICY*

Willmar Public Schools uses Campus SIS (Student Information System) to track students. Campus SIS has developed *my Campus*, 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 opened the Parent Portal to enhance communication between Willmar Public Schools and parents. Users of the Parent Portal will have access to the information mentioned above about their child(ren).

*\*Willmar Public Schools reserves the right to add or remove any of the above functions from the Parent Portal at any time.*

### *USE OF THE PARENT PORTAL*

Access to the Parent Portal on the school district computer 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](mailto: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.