

# 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 gives you the ability to see your student's grades, attendance, family info, make online payments for the student's Food Service account(s) and student fees. Campus Portal 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.*

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

**How Do I Sign Up For A Portal Account?** Fill out the form on the reverse side and then read the Campus Portal Acceptable Use and Safety Policy below. The form will be approved by the school you child(ren) attend. After the approval, you will then receive your Campus Portal Activation Key via US Mail used by you to create your account. Allow about two weeks to process your request.

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## *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.

Willmar Public Schools - 611 5<sup>th</sup> Street SW - Willmar, MN 56201

Phone: 320-231-8500 \* Fax: 320-231-8504 \* Email portal questions to: [parentportal@willmar.k12.mn.us](mailto:parentportal@willmar.k12.mn.us)

## 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.

**CHECK ALL THAT APPLY:**

- I read the Campus Portal Acceptable Use and Safety Policy in the Campus Portal Handout
- I read "What Data Will I See On The Portal?" in the Campus Portal Handout
- My computer meets the Computer System Hardware and Software Requirements outlined in the Campus Portal Handout

**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
	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>

<b>Office Use Only</b>	PP Approved: _____	PP Denied: _____	Date Recvd: _____
	Approved by: _____	PersonID: _____	Campus Login
2006		Act Code Sent:	Campus Login