

Duluth Public Schools Parent Campus Portal Access Request

The Duluth Public School District provides access to student information via the Infinite Campus Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it **in person** to any one of your student(s)' schools.

Please print clearly.

Parent/Guardian Name (one name per form): _____

Parent/Guardian Home Address: _____

Primary Phone Number: _____

Email Address: _____

Your child will know their Student ID Number. They use it to log onto the computers at school.

Student ID Number	Student's Date of Birth	Student's Full First Name	Student's Last Name	School Attending

I understand that by creating an account and logging in, I agree to follow the Portal Rights and Responsibilities for the Duluth Public School District Infinite Campus Portal.

A school principal, secretary, or teacher must witness the parent signing this form.

Parent / Guardian Signature

Print Parent Guardian Name

School Official Witnessing Parent signature: _____

Date: _____ Print Witness Name: _____

Important - Once the information provided above has been verified and processed, you will receive your Infinite Campus Activation Key via email from parent-portal-info@isd709.org.

Portal Rights and Responsibilities for the Duluth Public School District Infinite Campus Portal

A) Rights and Responsibilities

This access is a free service offered to all current and active parents/guardians and students of the Duluth Public School District. Access to student information is a privilege, not a right. A parent/guardian will be authorized to activate a web account only after a family has enrolled their child(ren) in the Duluth Public School District. Parents/guardians, students, and staff must practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they should notify their child's school. The parent/guardian may be required to provide proof that the information is inaccurate.

C) Information Accessible

The Duluth Public School District reserves the right to add, modify or delete functions viewed via the Portal at any time without notice.

D) Electronic Web Access Agreement

Each parent/guardian must complete and sign a Duluth Public School Parent Campus Portal Access Request form. After the form is received and the information is verified, the school district will establish an account.

E) Use of the System

Parents/guardians will act in a responsible, ethical and legal manner.

F) Security Features

1. Access is made available with a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from the site.
2. Parents/guardians will be prompted to set their recovery email address by setting their User Preferences in the Account Management section of the portal.
3. Parents/guardians who have set their recovery email address will be able to automatically retrieve their username/password by going to the Help function on the Portal logon page and using the Forgot your password / Forgot your username links.
4. Five unsuccessful login attempts will lock the user's account. The user account will unlock automatically the following day.
5. The users will be automatically logged off if they leave their web browser open and inactive for a for a period of time.

G) Limitation of School District Liability

This is a private network used for educational purposes and all user account activity is electronically recorded. The District reserves the right to limit or terminate the Portal site for viewing student information without notice.

The Duluth Public 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 will not be responsible for actions taken by the parent/guardian that would cause a breach in confidentiality of their child's information.

Parent Portal Access and Use

A) Initial Account Request and Setup

For Parents/guardians who do not currently have a parent portal account but have a child already enrolled:

- Each parent/guardian only needs to complete one Campus Portal Access Request Form for all of their children.
- For security reasons, the school district official will verify parent/guardian identity.
- The parent requesting the account will receive an email with the Activation Key and instructions for creating an account.
- The District will file the completed and signed Portal Access Request Forms.

B) The "Campus Parent" app is available from the Apple App Store or the Google Play Store and is available for use after the parent/guardian has created a user account.

- Download the **Campus Parent** app from the Apple App Store or the Google Play Store
- Launch the App and enter the district name: Duluth, District state: Minnesota
- Enter your Campus Portal username and password
- Select Go/Sign In

C) Account Reset/Unlock Procedures

Parents/guardians who have set their recovery email address will be able to automatically retrieve their user name/password by going to the Help function on the Portal logon page and using the Forgot your password / Forgot your user name links.

Parents/guardians who are unable to retrieve their user name and / or password must contact the district Technology Office for assistance.

Duluth Public Schools District Technology Office
218-336-8754
parent-portal-info@isd709.org