



# INFINITE CAMPUS PARENT/GUARDIAN ACCESS REQUEST FORM

Faribault Public Schools (FPS) can provide access to student records via the Internet. To protect the confidentiality of student records, all parent/guardians wanting to use this service are required to fill out this form and return it to any one of your students' schools. **You must include an email address in order to access the parent portal.**

## Please Print

Parent/Guardian Name: (one name per form) \_\_\_\_\_  
*First name middle initial Last name*

Parent/Guardian maiden name or other names used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Home Address: \_\_\_\_\_  
*(Street address, City State Zip)*

Parent/Guardian Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ I was a FPS student Yes No

Parent/Guardian E-mail Address: \_\_\_\_\_

<b>Please list all students currently enrolled in Faribault Public Schools</b>	Your Relation to Student (e.g., mother)	Reside with student? (Yes or No)	School	Grade Level
Student Name				

Faribault Public Schools provides a parent portal as a means to enhance communication with parents and increase student achievement. The portal allows parents to view their own child's school records anywhere, any time. In response to the privilege of accessing the Parent Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. The portal is available to every parent/guardian of a student enrolled in Faribault Public Schools. Users are required to adhere to the following guidelines:

- Parents/guardians will not share their passwords with anyone, and are asked not to set their browsers to auto login to the portal.
- Parents/guardians will not attempt to harm or destroy data of their own children, of another user, school or district network or the Internet.
- Parents/guardians will not use the portal for any illegal activity, including violation of data privacy laws.
- Parents/guardians will not access data or any account owned by another parent/guardian.
- Parents/guardians who identify a security problem with the Parent Portal must notify the Faribault Public Schools Information Technology Department immediately, without demonstrating the problem to anyone else.
- Parents/guardians identified as a security risk to the Parent Portal or any other district computers or networks, will be denied access to the Parent Portal.

**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.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Important – Once the information provided above is verified and processed, you will receive an email with your Infinite Campus Activation Key and log in instructions.

**Forget your password? Forget your login? E-mail portalhelp@faribault.k12.mn.us**

### Office use only:

Date Form Checked: \_\_\_\_\_ Initials: \_\_\_\_\_ / Date Key Provided: \_\_\_\_\_ Initials: \_\_\_\_\_