

Parent **P**ORTAL

North St. Paul
Maplewood
Oakdale
School District

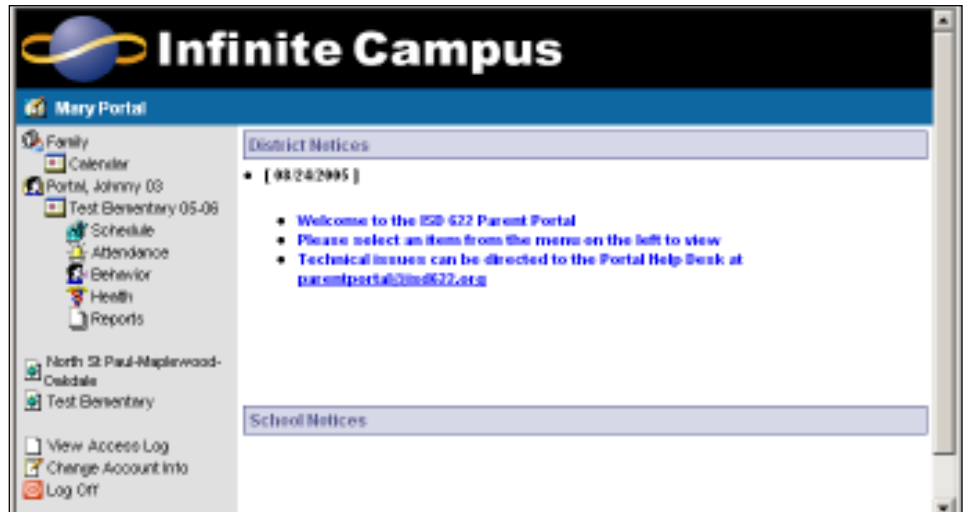
Fall 2006

Connecting parents to online student data

Parent Portal connects parents with schools

The North St. Paul-Maplewood-Oakdale School District has a new tool in place that allows parents to connect with student data online, anytime, from anywhere.

The Infinite Campus Parent Portal is a free online system that provides parents with an easy way to stay informed about their child's academic progress.



How it works

To use the Parent Portal, parents need access to a computer with Internet access. Users are able to access the Parent Portal from

home, work or even the public library. Instructions are provided in both English and Spanish. Once a portal account is created for your student, that account will remain active at any ISD 622 school utilizing the parent portal.

Districts already using the Parent Portal or similar programs are finding the concept significantly improves communication with parents. Parents are provided with an easy way to get involved and stay involved in their child's education, which benefits everyone.

The districts using home-to-school communication software are finding that parents are using the information to talk to their children about their school life.

Some of the benefits of increased parent awareness include improved at-

Signing Up

1. Read the Parent Portal Acceptable Use and Safety Policy.
2. Check that your computer meets the system requirements.
3. Fill out and turn in the Activation Request.

tendance and an increase in the number of assignments being turned in on time.

Making an information rich connection with parents is a clear way to improve communication between teachers, parents, and students. This will ultimately help boost student achievement.

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Acceptable Use and Safety Policy

General Statement of Policy

North St. Paul-Maplewood-Oakdale schools use the Infinite Campus Student Information System to track students. Infinite Campus has developed **myCampus**, the Parent Portal tool, to allow parents to view the records of their child(ren) via the Internet.

The North St. Paul-Maplewood-Oakdale School District will provide the parents of currently enrolled students the privilege of access to the Parent Portal. *District 622 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. Additionally, persons will not be issued a portal account to access a student of whom they are not a parent or legal guardian unless the parent as legal guardian submits written authorization for such access.*

Purpose

North St. Paul-Maplewood-Oakdale School District has opened the Parent Portal to enhance communication between schools and parents. Users of the Parent Portal will have access to the following information about their child(ren):

1. Student Data
2. Attendance
3. Class Assignments
4. Class Schedules
5. Behavior
6. Print Student Schedule
7. Print Report Cards
8. Print **UNOFFICIAL** Transcripts

The North St. Paul-Maplewood-Oakdale School District 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 vio-

lation 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 the North St. Paul-Maplewood-Oakdale School District 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 log-in to the Parent Portal.

8. Users identified as a security risk to the Parent Portal or any other ISD #622 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@isd622.org

Data issues should be addressed in the following order:

1. Discuss the issue with the student.
2. Discuss the issue with the teacher personally or via email.
3. Discuss the issue with the Administrator in your child's building.

System Requirements	Minimum Requirements		Recommended Requirements		
	Users	PC	Macintosh	PC	
Operating System		Windows 98	OS 9	Windows 2000 or XP	OS X
Processor		P2 Processor	128 RAM	P3 Processor	256 RAM
RAM		128 RAM	IE 5.1.7	256 RAM	IE 5.2
Internet Browser		IE 5.5		IE 6.0	Firefox 1.0.x
		Firefox 1.0.x		Firefox 1.0.x	

Data Interpretation Instructions

The data you will see in the Parent Portal is real time data. As information is updated at the school, the Parent Portal will display that updated data each time the web page is refreshed.

Each area of data is updated on different schedules. Please read the following to familiarize yourself with the Parent Portal data expectations.

Student Data

Updated within one week of student registration. The volume of changes collected during fall registration may delay updates beyond one week.

Attendance Data

Senior High: Absence recorded every period. Excuse coded later in the day.

Middle School: Absence recorded every period. Excuse coded within 24 hours.

Discipline Data

Shows incident without specific details. Call the school's office for specific details about an incident.

Class Schedule

Shows all courses the student will take during the current school year. You can email the teacher from this screen and if the teacher has used the system to enter their class assignments, you may view those as well.

Class Assignments

Class assignments and scores can be viewed through the Parent Portal if teachers have posted them in Campus Classbook and made them available in the portal.

Teachers may be responsible for evaluating over 100 students during a term/trimester. Careful and responsible evaluation of student work takes time.

Student scores are an approximate grade at a specific point in time and teachers reserve the right to modify grades based on their professional judgment.

Reports

Student schedules, unofficial transcripts, and report cards can be printed from the Parent Portal.

Student Schedule

The student's schedule is always available to print.

Report Cards

Report cards can be printed approximately two weeks after the end of a term/quarter. Students are allowed this time to make-up any incompletes or failures.

Unofficial Transcript

Unofficial transcripts can be printed so you can verify the data recorded on your child's transcript. At the high school level, data is rolled to the student's transcript approximately two weeks after the end of a term.

Important Note:

Official Transcripts must still be requested from the Guidance Office at your student's school.

PARENT PORTAL ACCOUNT ACTIVATION REQUEST

I am requesting a login to the North St. Paul-Maplewood-Oakdale Schools Parent Portal and agree to the terms of the Policy 906 - Parent Portal Acceptable Use and Safety*.

*District 622 reserves the right to deny access to the Parent Portal due to court orders and any other legal proceedings that limit availability of private educational data.

CHECK ALL THAT APPLY: (*All fields must be checked before activation*)

- I have read Policy 906 - Parent Portal Acceptable Use and Safety
- I have read the Data Interpretation Instructions
- I understand that School District 622 is not responsible for any damages to my computer or software as a result of accessing the Parent Portal, nor is District 622 bear any responsibility in guaranteeing successful connection to this service.

CHILDREN I AM REQUESTING ACCESS TO:

	Child's Full Legal Name	Relationship To You	Grade	Building
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

PORTAL USER INFORMATION:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____

Preferred Email: _____

Signature: _____ *Required*

Date: _____ *Required*