

Rutland City Public Schools

Parent/Guardian Access Request Form-Infinite Campus Parent Portal

The Rutland City Public Schools can provide access to student information via the Campus Portal. In order to protect the confidentiality of student records, all parents/guardians who wish to use this service are required to read the *Parent Portal Acceptable Use Agreement*, and **sign and return this request form** to any one of your child(ren)'s school(s). Forms may be returned in person, by mail, or sent in with your child.

Please Print

Parent/Guardian Name (one name per form)

(First Name, Middle Initial, Last Name)

Are you an employee for the Rutland City School District? Yes ____ No ____

Parent/Guardian Home Address:

Please list all children in household who are/will be enrolled in Rutland City Public Schools.

First, Middle, Last Name	Your relationship to student	Reside with student? (Yes or No)	School	Grade Level	Student signature for Access to Infinite Campus Parent Portal. <i>Student certifies that they have read the Acceptable Use Agreement and will comply.</i>

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. I also certify that my children and I have read the Acceptable Use Agreement and will comply with the requirements set forth in the document.

Signed: _____

Date:

 Signature must be that of the Parent/Guardian shown on the first line

(mm/dd/yyyy)

Important

Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key via US Mail. When you receive your activation key, you will be able to access the Parent Portal through the RCPS website: <http://rutlandcitypublicschools.org/> and create a user name and password . ***Please add your email to your campus portal account.***

Office Use Only: Date Returned: _____

Forms should be forwarded to Debra Lane at RHS.

- Verify address and household
- Activation Key Provided -Date: _____ Initials: _____