

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 in person to any one of your child(ren)'s school(s) or the Longfellow building. For security purposes, a photo ID is required when you return the form.

Please Print

Parent/Guardian Name (one name per form) _____
 (First Name, Middle Initial, Last Name)

Parent/Guardian Home Address: _____

Parent/Guardian E-Mail 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	Please check if RHS student should receive a student account.

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 Parent Portal Acceptable Use Agreement and will comply with the requirements set forth in the document.

Signed; _____
 Signature and ID must be that of the Parent/Guardian Shown on the first line

Date: _____
 (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.

Office Use Only:	
Date Returned: _____	<input type="checkbox"/> ID Verified Form & ID Checked by: _____
<input type="checkbox"/> Verify address and household	<input type="checkbox"/> Activation Key Provided and Date: _____ Initials: _____