



# INFINITE CAMPUS CAMPUS PORTAL ACCESS REQUEST FORM

Chadron Public School District can provide access to student records via the Internet. In order to protect the confidentiality of student records, all parent/guardians who want to use this new service are required to fill out this form and return it **in person** to any one of your students' schools. Please bring a **photo ID** with you when you return the form.

**Please Print (Items with \* are Required)**

**\*Parent/Guardian**

**Name:** *(one name per form)* \_\_\_\_\_  
*(First name, middle initial, last name)*

**\*Parent/Guardian**

**Home Address:** \_\_\_\_\_  
*(Street address) (City) (State) (Zip)*

**\*Parent/Guardian**

**Home Phone:** (\_\_\_\_)\_\_\_\_-\_\_\_\_ **Work Phone:** (\_\_\_\_)\_\_\_\_-\_\_\_\_

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

Please list all students currently enrolled in Chadron Public School District:	Your Relation to Student (e.g., mother, etc.)	Reside with student? (Yes or No)	School Attending	Grade Level
Student Name				

***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: \_\_\_\_\_  
*Signature & I.D. must be that of the Parent/Guardian shown on first line (mm/dd/yyyy)*

**Important** – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key. Once you receive the Activation Key, you will be able to access the Campus Portal via the CPS web site (<http://www.chadronschools.org>). Click on the “Campus Portal” button located on the right hand side of the site. Once there you will use your Activation Key to create your Username and Password for your portal account.

For technical assistance with the Campus Portal, please click “Portal Support” button on the “Campus Portal” page. You may also receive assistance by calling (308) 432-0718.

<b>Office use only:</b>	
Date Returned: _____	<input type="checkbox"/> ID Verified    Form & ID Checked By: _____
<input type="checkbox"/> Verify E-mail	<input type="checkbox"/> Activation Key Provided    Date Key Provided: _____    Initials: _____