

# LPS Parent Portal Activation Key Request Form

**Office Use Only:**

Photo Identification Required:  Driver's License,  State ID Card,  Passport,  Other (please specify) \_\_\_\_\_  
Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please print or type below Parent/Guardian information:**

First Name Last Name Middle Name

Address

City State Zip

Home Phone Work/Cell Phone Email Address

**Please list the students you wish to have access to:**

First Name Last Name Grade Relationship School

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

# Littleton Public Schools Exhibit

<b>Policy Code</b>	<b>JRA/JRC-E-14</b>
<b>Policy Name</b>	<b>Electronic Student Information System and Records</b>
	<b>June 23, 2005</b>

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## Electronic Student Information System and Records Form

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Purpose: to provide parents/guardians or eligible students the opportunity to view student data and information over the Internet. Student information may include but not be limited to the posting of grades, daily assignments, transcripts, and attendance from the District's student database system.

All records, data, or information related to individual students shall be treated as confidential, and shall be maintained in the manner that will assure the privacy of students and parents. Parents/guardians (eligible students) are only granted access to the electronic information via a unique user ID and strong password. Further information regarding a strong password is contained in Regulation JRA/JRC-R-5 (Electronic Student Information System and Records).

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### Acceptable Use Agreement

*In order to provide for the appropriate use of District technology in keeping with Board of Education Policy JRA/JRC— Student Records/Release of Information on Students and Regulation JRA/JRC-R-5 Electronic Student Information System and Records, the following "Acceptable Use Agreement" acknowledgment form has been developed.*

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I have read, understand, and will abide by Board of Education Policy JRA/JRC (Student Records/Release of Information on Students) and Regulation JRA/JRC-R-5 (Electronic Student Information System and Records). Should I commit any violation of Policy JRA/JRC and Regulation JRA/JRC-R-5 my access privileges may be revoked and terminated.

*Your signature on the Acceptable Use Agreement form is legally binding and indicates that you have carefully read and understand the significance of the terms and conditions set forth in Littleton Public Schools Board of Education Policy JRA/JRC (Student Records/Release of Information on Students), and Regulation JRA/JRC-R-5 (Electronic Student Information System and Records) and will remain in effect for the duration of my student's enrollment with the Littleton Public Schools.*

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

If the Student is 18 Years or Older,

Student Name \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The Littleton Public School District is committed to maintaining the confidentiality of educational records and any other student information from the District's student database system. Board of Education Policy JRA/JRC (Student Records/Release of Information on Students) and Regulation JRA/JRC-R-5 (Electronic Student Information System and Records) is intended to protect the confidentiality of the information in the educational record of the student. If disclosure of student information occurs or if access privileges need to change, then parents/guardians or eligible student must notify the school principal and request a change in their log-in and password.

**Please return this signed form to your school principal.**