



Keep for your records

Loyal School District Parent Portal User Guidelines and System Requirements

Your Parent Portal account will become active when we receive your signed copy of the Parent Portal Acceptable Use Procedure.

1. During the academic school year, parent(s)/guardian(s) will have access to the following data about their children:
 - a. Schedule-Class assignment grades
 - b. Attendance – Updated hourly
 - c. Health – Immunization record
 - d. Fees – Fee statement
 - e. Daily activity and balance of Lunch Account
 - f. Other features as they become available

2. Parents should not share this password with anyone and should not set their browsers to auto login to the Portal.

- 3 Security features of the Parent Portal:
 - a. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Portal again, parents will need to contact the Parent Portal help desk to have the account reactivated.
 - b. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.
 - c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked.

3. Parent Portal Help Desk contact information:

Telephone help is available by leaving a voice mail message at 715-255-8511 ext 1312 or by sending an email to lisawaldhart@loyal.k12.wi.us. You should expect a reply within 5 business days. Please include your name, your user name, your telephone number and a brief description of the problem in your e-mail or voicemail request.

School District of Loyal

Parent Portal Acceptable Use Procedure

The School District of Loyal is proud to provide you with the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, anytime. For the privilege of accessing the Parent Portal, every parent is expected to act in a responsible, ethical, and legal manner. The Portal is available to every parent or guardian of students enrolled in the Loyal Public Schools.

Parents are required to adhere to the following guidelines:

1. Parents should protect the integrity of all user id's and passwords.
2. Parents will not use the Portal for any illegal activity, including the violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
3. Parents will not access data or any account owned by another parent or user.

Please review the user guidelines before signing and returning the attached form. Only by signing and returning the agreement will you receive a unique activation key to allow access to the Parent Portal. **Keep your username and password secure.**

Please retain for your records:

Username: _____ Password: _____

Help Desk E-mail: lisawaldhart@loyal.k12.wi.us

School District of Loyal Website: www.loyal.k12.wi.us



Return to Office

**Campus Parent Portal
Acceptable Use Procedure**

PLEASE PRINT:

Parent/Guardian Last Name _____

First Name _____

E-mail Address _____ **(required)**

Names of all your children attending Loyal Public Schools

_____	_____
_____	_____
_____	_____
_____	_____

I have read and understand the User Guidelines. I understand that if I violate any of the terms of this Acceptable Use Procedure, I may lose my privilege to use the Parent Portal.

Parent/Guardian Signature

Date

Your Activation Key, the link to Campus Parent Portal and directions will be e-mailed to you within five business days.