

*Are you interested in seeing your West Fargo student's grades online? We invite you to the Parent Portal!*

## **West Fargo Public Schools Parent Portal**

We are inviting you to register for the West Fargo Public Schools Parent Portal. This will allow you online access to school information about your child's quarterly and semester grades, daily assignment scores, lunch activity and balance, and attendance.

The Parent Portal is a tool designed to keep parents informed of their student's progress. It is a supplement to other school-parent communication. We strive to keep the Parent Portal as up-to-date as possible. Some classes, grade levels, and teaching styles lend themselves to electronic reporting more readily than others, creating different turn-around times.

For your convenience the Parent Portal is linked from the West Fargo Public Schools website at [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us). If you experience technical difficulties with the Parent Portal, please contact your child's school.

### **Parent/Guardian Responsibility:**

- To protect the privacy of students, you will be required to provide proof of parental/guardianship rights before an account will be created. You must present a **picture ID** along with the completed **Parent Portal Access Request Form to the school office to request an account**.
- Parents will keep their Parent Portal username and password **confidential**. Anyone who has this information can check your child's records online from any computer connected to the Internet. We regard all student data as confidential.
- Data concerns on the Parent Portal should be addressed in the following order: 1) Discuss the issue or information with your child. 2) Discuss the issue with the teacher. 3) Discuss the issue with an administrator at your child's school.

### **Parent Portal Sign-up Procedures:**

1. Print a copy of the Parent Portal Access Request Form. This form is available online at: [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us). Select Parent Portal under the Parents section on the upper right.
2. Complete the form and bring it to your child's school. *If you are a parent who lives out of the district, you can have a notary public verify your identity on the form and then send it to your child's school.*
3. Present a picture ID.
4. Once the information is validated, the Parent Portal information will be emailed to the address provided on the request form.
5. Only one Parent Portal account will be issued per student.

# West Fargo Public Schools Parent Portal Access Request

*It is critical that the information below matches the enrollment information you provided to schools. **Print Clearly.***

**U.S. Postal Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_ **Work Phone Number** \_\_\_\_\_

**Names of all children attending West Fargo Public Schools**

Child's Student ID Number	Child's Date of Birth	Child's First Name that is on His/Her Birth Certificate	Child's Last Name	School Attending

**PRINT** Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian **SIGNATURE** \_\_\_\_\_

**FOR SCHOOL OFFICE USE ONLY**

**STUDENT #1**

Access Approved: Yes or No  
 Identification Verified by \_\_\_\_\_  
 Date Received \_\_\_\_\_

**STUDENT #2**

Access Approved: Yes or No  
 Verified by \_\_\_\_\_  
 Date Received \_\_\_\_\_

**STUDENT #3**

Access Approved: Yes or No  
 Verified by \_\_\_\_\_  
 Date Received \_\_\_\_\_

**STUDENT #4**

Access Approved: Yes or No  
 Verified by \_\_\_\_\_  
 Date Received \_\_\_\_\_

**FOR NOTARY PUBLIC USE WHEN PARENT LIVES OUT OF THE DISTRICT**

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a notary public, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
 Notary Public