



INFINITE CAMPUS PORTAL PARENT/GUARDIAN ACCESS REQUEST FORM

The Hillsboro R-3 School District is now offering parents with students in grades Kindergarten through 12th grade the opportunity to sign up for our Campus Portal. In order to protect the confidentiality of all student records, all parents/guardians who want to use this new service are required to fill out this form. For your convenience, if you have provided us with an email address at registration, simply fill out the form and either fax or mail the form to **any one** of your students' school buildings (please see attached letter for addresses and phone numbers). If the email address listed below does not match the email address we have on file, you will be contacted by the school and will need to bring in a **photo ID** for verification. Upon verifying your email address, your activation key will be emailed to you. If you did not provide the school district with an email address at registration, please bring a **photo ID** with you when you return the form to **any one** of your students' school buildings. Please list all students currently enrolled at Hillsboro on one form. It is not necessary to fill out a form for each student.

Please Print

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 _____ @ _____

| <i>Please list all students currently enrolled at Hillsboro.</i> | Your Relationship to Student (ex. Mother, Father,) | Reside with Student? (Yes or No) | Grade Level |
|--|---|-------------------------------------|-------------|
| Student Name | | | |
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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.

Parent/Guardian Signature _____ Date _____
Signature & ID must be that of Parent/Guardian shown on first line mm/dd/yyyy

Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key. Upon receiving the Activation Key, you will be able to access the Campus Portal via the Hillsboro R-3 Website at www.hillsboro.k12.mo.us and clicking on the Campus Portal link. → Infinite Campus
Instructions for using the Campus Portal are available on our website. For technical assistance, please email campus_support@mail.hillsboro.k12.mo.us.

Office Use Only:

Date Returned _____ ID Verified Form & ID Checked by _____

Verify E-Mail Activation Key Provided Date Key Provided _____ Initials _____