

**COMPUTER AND NETWORK SERVICES PROCEDURE – ONLINE
PARENT/GUARDIAN PARENT PORTAL**

1. **Out of district parent:**

- a. Contacts the appropriate school(s) to ensure they are listed as legal parent/guardian.
- b. If not listed as a legal parent/guardian, they must provide the school with that documentation.
- c. Once confirmed as a legal parent/guardian the out of district parent submits the online Parent Portal Form to Tech Support.

2. **Tech Support:**

- a. Receives online Parent Portal Form from out of district parent/guardian.
- b. Forwards notarized documents to the appropriate school(s).

3. **School(s):**

- a. Confirms that out of district adult is listed as a legal parent/guardian.
- b. Files notarized documents with legal documentation proving parent/guardian status.
- c. When appropriate, notifies in-district parent/guardian of the out of district parent/guardian's request for and right to Parent Portal information, in accordance with Idaho Code 32-717A-B. By this time in the process, the in-district parent(s)/guardian(s) may have already been made aware of this.
- d. Provides out of district parent/guardian with Parent Portal password.



ADOPTED: March 18, 2014 (Originally call Network Services Use Procedure – ParentPortal Procedure ADOPTED: October 5, 2005; Last Revised: February 24, 2010; Deleted: January 21, 2014)
Reviewed: July 19, 2016