

1                    **COMPUTER AND NETWORK SERVICES PROCEDURE – ONLINE**

2                    **PARENT/GUARDIAN PARENT PORTAL**

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4 1.    **Out of district parent:**

- 5  
6            a.    Contacts the appropriate school(s) to ensure they are listed as legal parent/guardian.  
7            b.    If not listed as a legal parent/guardian, they must provide the school with that  
8            documentation.  
9            c.    Once confirmed as a legal parent/guardian the out of district parent submits the online  
10           Parent Portal Form to Tech Support.

11  
12 ~~2.    **Tech Support:**~~

- 13  
14           ~~a.    Receives online Parent Portal Form from out of district parent/guardian.~~  
15           ~~b.    Forwards notarized documents to the appropriate school(s).~~

16  
17 3.    **School(s):**

- 18  
19           a.    **Receives online Parent Portal Form from out of district parent/guardian.**  
20           b.    Confirms that out of district adult is listed as a legal parent/guardian.  
21           c.    Files notarized documents with legal documentation proving parent/guardian status.  
22           d.    When appropriate, notifies in-district parent/guardian of the out of district  
23           parent/guardian’s request for and right to Parent Portal information, in accordance with  
24           Idaho Code 32-717A-B. By this time in the process, the in-district parent(s)/guardian(s)  
25           may have already been made aware of this.  
26           e.    Provides out of district parent/guardian with Parent Portal password.  
27           f.    **Places a copy of the Parent Portal Form in the students’ permanent file, and sends**  
28           **a copy to Tech Support.**



- 30 **ADOPTED:** March 18, 2014 (Originally call Network Services Use Procedure – ParentPortal)
- 31 **ADOPTED:** October 5, 2005      Revised: February 24, 2010      Reviewed: January 21, 2014)
- 32 Reviewed: July 19, 2016      Revised:

REVISE