

# Duluth Edison Charter Schools Parent Portal Access Request



I am requesting to view my child(ren)'s student information on the Duluth Edison Charter Schools Portal site. I have read the Acceptable Use Policy found in the Student Handbook and agree to abide by and support the policy. I understand that if I violate any terms of this policy I may lose my privilege to use this service and may be liable for civil and/or criminal consequences.

I agree that I will not share my password or allow anyone other than myself to use the account. I will protect any information printed or transferred to my computer, or assure the information is properly destroyed.

*If my account becomes locked, I understand that it may take up to 2 days for my account to be unlocked – I will need to contact the school via email or phone to have my account opened. It will be opened as soon as possible.*

I have checked that the computer I will be using to access the Internet site for viewing student information will meet the minimum requirements as listed on the DECS web site.

*It is critical that the information below matches the enrollment information you provided to your school. **Errors can cause delays or denial of access to the Internet site for viewing student information. Please print clearly.***

Your Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 My Email Address \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_

Names of all your child(ren) at the U.S. Postal address above: It is very important that this information is accurate. Please print clearly:

Students Legal Last Name	Students Legal First Name	Child's Date of Birth	School Attending

A school administrator, office manager, or teacher must witness the parent signing this form. If the parent cannot visit the school, a notary public must witness the parent signing the form and use their public seal with a current date.

School or Notary Public Official Witnessing Parent signature:

Date: \_\_\_\_\_ Form of ID:  Drivers License  Passport  Other \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Print Parent/Guardian Name: \_\_\_\_\_

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## Duluth Edison Charter Schools Parent Portal Access Procedures

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**Parents desiring to sign up for the DECS Campus Portal may do so by following these procedures:**

1. Complete the DECS Parent Portal Access Request on the other side of this form.
  - a. The forms and user's manual can be found on the DECS web site and at the school offices. DECS's web address is [www.duluthedison.com](http://www.duluthedison.com)
  - b. DO NOT SIGN THE FORM. A SCHOOL EMPLOYEE MUST VERIFY YOUR SIGNATURE AND RIGHTS TO STUDENT DATA.**
2. Take the form to your child's school and sign it in front of a school administrator, office manager, or teacher.
3. After the school administrator, office manager, or teacher verifies your identity and legal rights to student data, they will sign the form.
4. You may download a user's manual from the DECS Web site.
5. The school office manager will forward all requests to the DECS technology team. Your activation key will be emailed or mailed to the name and address identified on the form.

Use of the Parent/Guardian E-mail Address:

If you elect to use the **DECS Campus Portal** to monitor your child's educational progress, only the District and your child's school will use your e-mail addresses to notify you of upcoming events. We are encouraging parents/guardians to utilize this feature as it provides another avenue of communication.