

Effective Date: 5/21/19	500-34 Electronic Access to Student Information Regulation
Revision Date: 12/15/20	Approved by: DPSA Board
Last Reviewed 3/18/21	

The Duluth Public Schools Academy (DPSA) uses a secure Internet site to enable electronic access to student information including enhancing communication between our parents/guardians, students, teachers, principals, and administrators. This policy serves to outline the procedures governing access to this secure internet site.

I. Rights and Responsibilities

This access is a free service offered to all parents/guardians and students of DPSA. Access to student information from the Internet is a privilege, not a right. Only after a child has been enrolled in the DPSA will the parent/guardian and/or student be authorized to activate a student information web account. With this learning tool, parents/guardians, students, and staff must understand and practice proper and ethical

II. Information Accuracy Responsibilities

Information accuracy is the joint responsibility of schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they will notify their school.

III. Access to Information or Information Accessibility

DPSA reserves the right to add, modify, or delete functions viewed via the Internet site at any time without notice, including the functions listed below:

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts
5. Student Demographics
6. Course Requests
7. Emergency Information
8. Immunizations
9. Work in Progress
10. Test Scores

IV. Electronic Web Access Agreement

To obtain a student information system web account, each parent/guardian must complete and sign the Parent Portal Access Request Form. The school will file the completed form in one of the parent's/guardian's children's Cumulative File

and will be maintained in accordance with the Documentation Control and Retention Policy.

V, Upon Receipt of the Parent Portal Access Request Form

After verification of information on the form, the school will follow their established procedures to give parents, guardians and students access.