



## INFINITE CAMPUS PORTAL

### PARENT/GUARDIAN ACCESS REQUEST FORM

The **Carthage R-9 School District** is now offering parents the opportunity to sign up for our Campus Portal. The portal will give parents an opportunity to access student assignments, grades, attendance and classroom information. Grades K-2 will have limited information available because of the type of assessments used for those grade levels. In order to protect the confidentiality of student records, all parents/guardians who want to use this new service are required to fill out this form. Please be sure to provide us with an email address. **Please fax, mail, or return this form to the main office of any one of your students' school buildings.** With **one form** you will be set up to see all of your students' information, even if they are in different buildings. Your activation code will be emailed to you and you will be allowed to set up your own login and password. Please do not share your login information with anyone.

The portal can be accessed through the district web page at [www.carthage.k12.mo.us](http://www.carthage.k12.mo.us)

**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 \_\_\_\_\_ @ \_\_\_\_\_  
**Please be sure this is legible**

<i><b>Please List All Students currently enrolled</b></i> <b>Student Name</b>	<b>Your Relationship to Student (ex: Mother, Father, etc)</b>	<b>Does Student Reside with you? (Yes or No)</b>	<b>School Attending</b>

***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 \_\_\_\_\_

Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key by email. Upon receiving the Activation Key, you will be able to access the Campus Portal via the Carthage R-9 Website at [www.carthage.k12.mo.us](http://www.carthage.k12.mo.us) and clicking on the Campus Portal link.

Instructions for using the Campus Portal are available on our website.  
 email [rogersc@carthage.k12.mo.us](mailto:rogersc@carthage.k12.mo.us) or call 417-359-7056 if any questions concerning your login.