

INFINITE CAMPUS PARENT PORTAL

ACCESS REQUEST FORM

The Academy for Classical Education is now offering parents the opportunity to sign up for our Campus Parent Portal. In order to protect the confidentiality of all student records, there are a few steps to the process:

- Complete the form below and bring it, along with a **photo ID**, to ACE's main office. Each parent who will be viewing the Portal will need to complete this form. (For example: Mom will need to complete a form; Dad will need to complete a form.)
- You will be contacted by email that your activation key is ready for pick up.
- Pick up your activation key at ACE's main office. **Must bring a photo ID with you.**
- Please list all children currently enrolled at ACE or in a Bibb County School. **Please Print.**

Parent/Guardian

Parent: First Name _____ Middle Initial: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone (____) _____ Cell Phone (____) _____ Work Phone (____) _____

VALID Email address: _____

(Please print clearly; you will receive your notification by email)

Please list all students currently enrolled at ACE or at a Bibb Co. School Student Name	Grade Level	School Name	Your Relationship to Student (ex. Mother, Father, legal guardian)	Reside with Student? (Yes or No)

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 _____

Signature & ID must be that of Parent/Guardian shown on first line

Once the information provided above is verified and processed, you will receive your Parent Portal Activation Key. Upon receiving the Activation Key, you will be able to access the Campus Parent Portal to create your User Name and password.

Office Use Only: Date Returned _____

ID Verified _____ Form & ID Checked by: _____

Verify E-Mail _____ Activation Key Provided _____

Date Key Provided _____ Initials _____