

Washington County Board of Education Parent Portal Policy

Washington County School believes that open communication between the school and parents is vital to student success. To further improve the communication process, the system shall provide parents with access to student information through a parent portal component of the student information system. The following procedures/policies shall govern access to and use of the portal:

1. Washington County Schools shall grant access to student attendance and grading information through the parent portal to the individual or individuals listed as legal guardian(s) on the student information sheet for each student.
2. Washington County School shall provide free and accurate information (to the best of its ability) meeting the agreed-upon standards based on parents compliance with security requirements.
3. Washington County Schools shall share responsibility for the accuracy of student information with the parent/guardian, student, and school. If a parent believes information regarding his/her child is inaccurate, the parent should contact the school's administrative office.
4. Washington County Schools shall maintain the right to add, modify, or delete information and portal functions at any time, as well as the right to deny parents access with suitable cause.
5. Washington County Schools shall require that student attendance information be accurately entered daily and be available to parents after 4:00 p.m. each school day.
6. Washington County Schools shall require that student grade information be accurately entered and available for parents within 5 school days after the due date for the assignment.
7. Washington County Schools shall require each parent wishing to access his/her student's information to use an assigned log-in and create and maintain a secure password. Parents must not set their computer to remember log-ins or passwords for the Parent Portal.
8. Parents needing technical support must contact the Student Data Coordinator, Karen Wright, by phone (478-552-3981, ext. 1241) or by e-mailing kwright@washington.k12.ga.us for help.
9. Washington County Schools maintain the right to electronically monitor the use of the Parent Portal.
10. Each school's administrative office shall respond to parent concerns about the accuracy and/or timeliness of information regarding his/her student within the portal.

Student's Name (please print): _____

Parent or Guardian's Name (please print): _____

Parent's Email: _____

Signature: _____ Date: _____