Santa Fe Indian School

Infinite Campus/NASIS Parent Portal Information

Santa Fe Indian School uses Infinite Campus/NASIS for student information management. Infinite Campus has developed a Parent Portal to allow parents/guardians to view the records of their child(ren) via the Internet. Santa Fe Indian School will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parent/guardians of students enrolled in the school will be allowed access to the Parent Portal due to the abuse of the portal, court orders or any other legal proceedings that limit the availability of federally protected information and or data.

PURPOSE

Santa Fe Indian School has opened the Parent Portal to enhance communication between the school and parents/guardians. Enhancing communication among all stakeholders is one of our goals. Users of the Parent Portal will have access to the following:

- Personal Data
- Attendance
- View/Print student schedules
- Grade book and assignments
- View/Print progress reports

Santa Fe Indian School reserves the right to add to or remove any of the above functions from the Parent Portal at any time.

USE OF THE PARENT PORTAL

Access to the Parent Portal on the SFIS system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data on the school network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use the Parent Portal for any illegal activity, or including violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and or criminal prosecution.
5. Users who identify security problems with the Parent Portal must notify Jennifer Williams, the Infinite Campus/NASIS systems administrator at SFIS, at 505-989-6308 or nasisHelp@sfis.k12.nm.us.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically log-in to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or Santa Fe Indian School's network will be denied access to the Parent Portal.

PORTAL USER ACCOUNT SECURITY FEATURES

Three unsuccessful login attempts will disable the user's Portal account. In order to reactivate, the user will need to return to Santa Fe Indian School to present proper identification and receive password reset. (Resetting the password may take 2-3 days.)

User will automatically be logged off if the Portal web browser is open and inactive for a period of time.

All attempts at logging into the system are recorded and monitored.

TECHNICAL ISSUES WITH THE PARENT PORTAL

There are times when there will be a need to shutdown the Parent Portal for maintenance purposes. Santa Fe Indian School is not liable for any issues related to you personal computer and reserves the right to refuse technical assistance directly related to your personal computer.

System Requirements – Computer

> Processor 486 running at 66MHZ; Pentium recommended

> Window 98 0r Newer Operating System – 16MB Memory or greater – 45 MB of disk space or greater

Internet Connection

> 56K or faster

Monitor

> The Parent Portal is best viewed with resolution of 800 x 600 or greater

DATA INTERPRETATION

Data posted on the Parent Portal will vary based on the school your child attends. It is our goal to maintain accurate records; therefore, if you detect a discrepancy, please notify Jennifer Williams at 505-989-6308 or nasisHelp@sifs.k12.nm.us.

Personal Data – Personal data is typically updated within one week of student registration. The volume of changes collected during fall registration may delay updates beyond one week. Contact the Office of Admissions if there is incorrect information displayed.

Attendance Data – Santa Fe Indian School records attendance every period. Contact the school's attendance clerk if you feel there's an incorrect entry. (High School – Paul Herrera →505-989-6327 or pherrera@sfis.k12.nm.us; Mid School – Jerome Garcia → 505-989-6328 or jsgarcia@sfis.k12.nm.us)

Class Assignments – Class assignments and scores can be viewed once teachers have entered them in Infinite Campus. Student scores are an approximate grade at a specific point in time.

Progress Reporting – Progress report grades will be posted three times during the semester (approximately every 4.5 weeks). Semester grades will be posted at the end of each semester.

NASIS Contact Info: Fax: 505-989-6316   Attention: Jennifer Williams

                              Phone: 505-989-6308 Email: nasisHelp@sfis.k12.nm.us

Santa Fe Indian School

Campus Portal Activation Request

(This form must be presented prior to activation of your Infinite Campus account.)

All fields must be completed in their entirety before access to the parent portal will be activated. Once your private account has been created, you will be given a printout containing your account information including your name, address, phone, and relationships with your household. You will be asked to verify the content contained on this printout.

I, _____ , am requesting access to my child(ren)'s student information on the Santa Fe Indian School's Infinite Campus Parent Portal site. I have read the information provided me on the use of the Parent Portal, and I agree to abide by and support the expectations. I understand, in the interest of security, the school reserves the right to change user passwords or deny access at anytime. By signing this agreement I, as a parent/guardian release the Santa Fe Indian School from any and all liability for damages arising out of unauthorized access to my parent/guardian account. I agree that I will not share my password or allow anyone other than myself to use the account, including my own child(ren).

I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

I understand that three unsuccessful logins will disable my account. If my account becomes locked, I will contact the SFIS Parent Portal help desk and provide the "Personal Login ID" given to me at the time that the account was created and other information as needed. In the sole discretion of the school, the account may be unlocked, but I understand that it may take up to 3-5 school days to have my account unlocked. I agree to use a computer that meets or exceeds the requirements for viewing student information as recommended on the information provided.

Please verify the items below by providing your initials.

_____ I have been given a copy of and read Infinite Campus Parent Portal Information.

_____ If at any point data that does not pertain to me should appear on my portal, I will notify the school immediately.

_____ I have verified my household information is either correct of has been corrected.

Student Name(s): Please list your child(ren) attending Santa Fe Indian School

Child's First Name	Child's Last Name	Child's Date of Birth

Parent/Guardian (Printed):

_____

Parent/Guardian (Signatures):   Date

_____   _____

_____   _____

Parent's email address: _____