



August 21, 2024

Dear Whiteford Families,

Greetings! As the 2024-2025 school year quickly approaches, I hope that everyone has enjoyed their summer and that excitement is beginning to build in anticipation of a new school year! This summer, we have again worked extremely hard to develop ways to make the beginning of year completion of forms easier and less time consuming for our families. This will be year three of “digitized” forms and agreements that can be accessed through Infinite Campus. **This process replaced Registration Day Packets for 6th-12th grades and the Emergency Cards for TK-12th grades.**

Please take a few moments to familiarize yourself with the information outlined in this letter. We hope that you will find it helpful as we start a new school year. The **ACTION STEPS** for each family are outlined below.

STEP 1 - Create Infinite Campus Parent Portal

If you have already created a Parent Portal, skip to Step 2.

Infinite Campus is our Student Information System (SIS). At Whiteford, we use this system to house all of the important student and family information as well as to notify families through phone call, text, and/or email about critical communications such as bulletins, cancellations, delays, etc.

Again this year, we are requiring families to make updates using the Infinite Campus portal rather than using paper copies. We are asking at least one parent to create a parent campus portal account. If you have not yet registered to use the [Infinite Campus Parent Portal](#), here is a [video](#) that will help you understand how to register and obtain access. Your **Activation Key was emailed to you at registration** or you can retrieve your **Activation Key** by emailing your building administrative assistant listed below. There is also an Infinite Campus App available in the Apple App and Google Play stores. When creating your parent campus portal, please keep in mind the following:

- ❖ Each parent/guardian should have their own separate campus parent portal account. It is not recommended to share an account.
- ❖ Do not share your account information with your student. Each student has their own unique campus student portal account.
- ❖ Create your own unique username. Please DO NOT use your student's ID number or network login.
- ❖ Enter a password until the indicator for the password turns green and says 100%.

If you need assistance or support, please email one of the following individuals with your name and a description of your issue/problem:

Whiteford Elementary - Deb Motyka-Iott at: motyka_iott@whiteford.k12.mi.us

Whiteford Middle/High School - Malinda Luzier at: malinda.luzier@whiteford.k12.mi.us

STEP 2 - Update Emergency Contact Information (Annual Update)

It is critical that we have updated emergency information, and we ask that both parents complete this annual update.

In Infinite Campus Parent Portal,

1. Click “More” on the left hand side
2. Click “Online Registration”

3. Click "24-25 School Year Existing Student Registration - Start"
4. Click "Begin Registration"
5. Type first and last name and "Submit"
6. Under "Student(s) Primary Household"
 - a. Under Primary Phone update phone and contact preferences and "Next"
 - b. Check the appropriate Contact Preferences for voice and/or text messages
 - c. Under "Home Address" contact a school office if the address is not correct and "Next"
 - d. Under "Mailing Address" update or "Save/Continue"
7. Under "Parent/Guardian"
 - a. If in the same household you may see more than one parent, you will update for both parents before moving forward. Choose appropriate parent and then "Edit/Review"
 - b. Under "Demographics" click "Next"
 - c. Under Contract Information update phone numbers, email, contract preferences and "Save/Continue"
 - d. If applicable, complete for 2nd parent/guardian and "Save/Continue"
8. Under "Emergency Contact"
 - a. Must add/have at least one New Emergency Contact and maximum of 2
 - b. Click "Add New Emergency Contact"
 - c. Under "Demographics" add first name, last name, and gender and "Next"
 - d. Under "Contact Information" enter at least one phone number as required and "Next"
 - e. Under "Verification" please enter the address for Emergency Contact and "Save/Continue"
 - f. "Save/Continue"
9. Under "Student"
 - a. Select the highlighted student to continue and "Edit/Review"
 - b. Under "Demographics" verify or add the information required and "Next"
 - c. Under "Race Ethnicity" skip and "Next"
 - d. Under "Relationships - Parent/Guardian" update accordingly based upon description and "Next"
 - e. Under "Relationships - Emergency Contacts update accordingly based upon description and "Next"
 - f. Under "Relationships - Other Household" update accordingly and "Next"
 - g. Under "Health Services - Medical or Mental Health Conditions" click "No" or "Add Condition" and "Next"
 - h. Under "Health Services - Medications" click "No" or "Add Medication" and "Save/Continue"
 - i. **Both parents are required to complete same process for all students listed in household**
10. Completed

STEP 3 - Complete Whiteford Handbook Safety Agreement 24-25

Handbooks are always subject to revision and updated for each school year. This year is no different as NEOLA provided several student handbook revisions for consideration. All parents/guardians will be notified of any changes to handbook language during the school year by the District's regular means of contact. Please access and read the appropriate School Student Handbook 2024-2025 below:

[Whiteford Elementary School Student Handbook 2024-2025](#)
[Whiteford Middle/High School Student Handbook 2024-2025](#)

The Safety Agreement statements allow Whiteford Agricultural Schools to safely share your student's accomplishments via district social media, website, etc. A student's first name only will be used for safety. Any parent/guardian who DOES NOT want their child's picture being released in this manner should send a written request to:

elaine.thieman@whiteford.k12.mi.us

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Handbook Safety Agreement 24-25"
3. Complete the agreements, permissions, and authorizations accordingly
4. Click sign and "Submit"
5. **Both parents are required to complete same process for all students listed in household**

STEP 4 - Complete Whiteford Parent AUP Safety Guidelines 24-25

For students to access e-mail and/or the internet at school, students under the age of eighteen (18) must obtain parent permission by signing this form. Students eighteen (18) and over may sign their own forms. Please access and read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines and discuss them with your student below:

[Whiteford Student Network and Internet Acceptable Use and Safety Policy and Guidelines](#)

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Parent AUP Safety Guidelines 24-25"
3. Complete the permissions and authorizations accordingly
4. Click sign and "Submit"
5. **Both parents are required to complete same process for all students listed in household**

STEP 5 - Complete Whiteford Chromebook Insurance Form 24-25

Whiteford Agricultural School District is providing an opportunity to purchase insurance for a district-issued Chromebook assigned to **your child in grades 3rd-12th grades**. This insurance policy will cover the cost towards damages incurred due to cracked screens, liquid spills, drops, and device failures. Multiple insurance claims may result in future chromebook restrictions and repair fees. The insurance fee does not cover replacement of or damages to the power charger, excessive wear and tear, excessive cosmetic damage, vandalism, negligence of care, fire, abuse, or theft. Replacement fees will be assessed due to excessive damage, vandalism, or failure to return the Chromebook or charger in good working condition at the end of the school year. Insurance coverage is required for students to take the device home. **The non-refundable cost of the insurance plan and associated maintenance for the 2024-2025 school year will be \$25 per chromebook.** Payment will be completed through Infinite Campus On-Line Purchasing Process in the "Fees" section of Infinite Campus.

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Whiteford Chromebook Insurance Form 24-25"
3. Complete authorize to **purchase** or **opting out** for Chromebook Insurance.
4. Add parents full name and home/cell number
5. Click sign and "Submit"
6. **Both parents are required to complete same process for students in grades 3rd-12th grades listed in household**

It is very important that these agreements and payments are completed as soon as possible and no later than the first day of school. For 7th-12th grade students wanting to pick up their Chromebook at MS/HS Chromebook Distribution Day on Monday (8/26) from 9-12pm or 1-3:30pm, these agreements, overdue fees, and applicable payments need to be completed.

If you have any questions regarding this process, please contact your building administrative assistant for support.

We are better together - We are Whiteford!



Scott L. Huard, ED.S.

Superintendent

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