

IMPORTANT ParentVUE Information

Access to Student Information

USD 259 is pleased to announce that the parents of students at **SCHOOL NAME** will have an opportunity during the school year to access their student's school information from their home computer or smart phone, using the new ParentVUE portal or the free ParentVUE mobile apps.

Parents and students can access information on assignments, grades, attendance, health visits and demographic information using ParentVUE. Information on upcoming school and district deadlines and events is also available.

Key Benefits of using ParentVUE

- Increased Home-School Communications
- Real-time Student Progress Reporting (Seven Days a week, 24 hours a day)
- Increased Parent Involvement

Access to information for each student is secured through a password to allow only authorized individuals to view the information for each student. It is accessed through a web browser on your computer and requires only minimal setup.

Personal computer hardware and software is NOT supported by the Wichita Public Schools' Information Services and Technology Department.

To help ensure a trouble-free connection, your computer must meet the following minimum requirements:

Windows Workstation Software/Hardware Requirements for ParentVUE

Operating System	Browser	Adobe Acrobat Reader	Clock Speed	System Memory Requirements
Windows XP	Any Web Browsers currently supported by the browser vendor	Latest Version	233MHz Processor	128MB
Windows Vista	Any Web Browsers currently supported by the browser vendor	Latest Version	1GHz Processor	512GB
Windows 7	Any Web Browsers currently supported by the browser vendor	Latest Version	1GHz Processor	1GB
Windows 8	Any Web Browsers currently supported by the browser vendor	Latest Version	1GHz Processor	1GB

Apple Macintosh Machines Need the Following Combination

Operating System	Browser	Adobe Acrobat Reader
O/S X	Any Web Browsers currently supported by the browser vendor	Latest Version

If you are interested in using this new system to access information for your student(s), please complete the request form that is included and return it to the school office at **SCHOOL NAME**. Upon receipt of your request form, a unique activation key will be created for you to use to activate your account. You will receive a ParentVUE Activation Key letter with instructions on how to activate your account, along with instructions for using the ParentVUE portal. The person filling out the request form must show a picture ID at the time of pick up. Only the person requesting the password can pick up the information packet.

If you have any questions regarding ParentVUE, please contact:

Name: _____

Phone Number: _____

WICHITA PUBLIC SCHOOLS
SCHOOL NAME
SCHOOL ADDRESS
PARENTVUE ACCESS REQUEST FORM

Instructions for completing this form:

A request form must be completed for each parent in the family requesting access to ParentVUE.

A copy of this form will be given to you for your files and one copy maintained at the school. The form must be completely filled out before it can be processed. If you have questions regarding ParentVUE or this access form, please contact your school.

For the purpose of reviewing student records of my student(s) listed below, I request access to the Wichita Public Schools ParentVUE program that is available electronically to parents of students who attend Wichita Public Schools. **I agree that, as a condition to my being granted access to ParentVUE; I will immediately notify the office staff of the school my student(s) attend if I unintentionally access student records for any student other than my student(s) listed below. In addition, I agree that if I do not immediately notify office staff that I unintentionally obtained access to records of any other student than my student(s) listed below, or if I intentionally access records of any other student other than my student(s) listed below, my access to ParentVUE will be terminated. I understand that a termination of my access to ParentVUE will not affect my rights under the Family Educational Rights and Privacy Act to otherwise obtain educational records that pertain to my student(s).**

I currently have ParentVUE and my user name is: _____

Last Name _____ First Name _____

Address _____
Street City, Zip

Day Phone _____ Email: _____

 Parent Signature

 Date

(The person who signed this form must present a photo ID to pick up the Activation Key for this request.)

I am requesting access to ParentVUE for my children listed below

Last Name	First Name	Middle Initial	Date of Birth Month/Day/Yr	School	Grade

SCHOOL USE ONLY

Date _____ School Year _____

Student ID Numbers: _____