



MUKWONAGO AREA SCHOOL DISTRICT
COURSE OPTIONS & HOMESCHOOL STUDENT ENROLLMENT/INFORMATION FORM
 Please Answer All Questions - Print All Information (Revised 5/2017)

School: _____ PVMS _____ MHS	Participation Date
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Student Legal Last Name: _____		Student Legal First Name: _____		Student Middle Name: _____	Suffix _____
Age: _____	Date of Birth: (mm/dd/yyyy) _____			City of Birth _____	_____
Grade: _____	Former Name: _____			State of Birth _____	_____
Gender: ___ Male ___ Female	US Citizen: ___ YES ___ NO	Sport/Activity Participating In: _____		County of Birth _____	_____

Ethnicity/Race: Is this student Hispanic/Latino? ___ Yes ___ No (must choose one)

Select one or more of the following categories that apply to this student: (check ALL that apply-must select at least one)

___ American Indian or Alaska Native ___ Asian ___ Black or African American ___ Native Hawaiian or Other Pacific Islander ___ White

Household Contact Telephone: _____ **Unlisted:** ___ Yes ___ No

Home Address: _____

Child Resides With: ___ Both Parents ___ Mother ___ Father ___ Stepmother ___ Stepfather
 ___ Other Specify Relationship _____

Does the student live in the following situations: Sharing housing with a friend or relative; in a motel, hotel, or campground; in a shelter; in a car or another place that is not designed as a place to live; etc. ___ YES ___ NO

Parent/Guardian #1

Last Name: _____	First Name: _____	Middle: _____
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Unlisted: _____	Work Phone: _____
Cell Phone: _____	Email Address: _____	

Parent/Guardian #2 or SECONDARY HOUSEHOLD

Last Name: _____	First Name: _____	Middle: _____
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Unlisted: _____	Work Phone: _____
Cell Phone: _____	Email Address: _____	

Emergency Contacts:

Name & Relationship: _____	Phone: _____
Name & Relationship: _____	Phone: _____

I verify that the above information is complete and accurate: _____
 (Guardian Signature & Date)

****REQUIRED ANNUALLY****

Student Health Information 2017-2018

Student Name: _____ Date of Birth: _____ Grade _____

Parent / Guardian Name: _____ Day time phone: _____

Health Care Provider's Name: _____ Phone: _____ Fax: _____

Does your child have any special health concerns? Yes No

Asthma* Diabetes* Seizure Disorder* Other* _____

Does your child have any **Severe Allergies**? Yes No

- Food(s)*
- Insect(s)*
- Latex*
- Medication(s)
- Other

List allergic item(s):	Describe Reaction:	Date of Last Reaction

* A **Health Care Plan** must be filled out every year for the above health concerns and allergies. Forms may be obtained from school health office or district website under printable forms to provide special instructions for staff.

Comments: _____

Is your child currently taking medication? Yes No

Name of medicine(s) _____
Reason(s) _____

Will medication be taken at school? Yes No

* If yes, obtain **Authorization of Medication form** from school health office or district website under printable forms.

A **concussion** can impact your child's learning and education. It is important to notify your child's school if they sustain a head injury that results in a concussion anytime during the school year. Most concussions will resolve within a week, but some may have more long term effects. Please see the district website under health services for information on signs and symptoms of a concussion. Health Service website <http://www.masd.k12.wi.us/masd-health-student.cfm>

The above information may be shared with all Mukwonago Area School District personnel and school bus drivers as needed to provide for student well-being at school. If a situation occurs in which my child needs immediate medical attention and I am unavailable to give consent, this signed statement will serve as authorization for school personnel to obtain medical care in the best interest of my child until I can be contacted. I understand that every effort will be made to contact me prior to initiating care. I understand it is my responsibility to keep the school updated on changes in contact numbers by completing change/addition on student/household information forms. I also understand that any expenses for emergency transport and/or care are my responsibility.

Parent/Guardian Signature _____ **Date** _____



Mukwonago Area School District

Annual Parent/Guardian and Student Consent and Acceptable Use Agreement

2017-2018 School Year

The Mukwonago Area School District uses network access, internet, internet applications, and email for educational purposes. Using these resources, students may collaboratively create, edit, and share files and websites for school-related projects and communicate with other students and teachers. Many services are online and available 24/7 from any internet-connected device.

With this letter, we are sharing information regarding the use of these educational tools and are requesting your parental permission for your K-12 child to use the following:

- Network access on district wired and wireless devices.
- Per the Children's Internet Protection Act (CIPA), Internet access is filtered on district wired and wireless devices, as well as personal wireless devices if connected to the district wireless network.
- Personal devices brought into the schools or used during any school activities, not connected to the district's wireless network, are not filtered.
- Per the district's acceptable use policy, students who use district and/or personal devices must act in a manner consistent with school, district, and legal guidelines.
- Internet applications (e.g. Google Apps for Education, Apple Education, Web 2.0 tools) are used for many purposes. Please follow this link for a sample of the tools currently used in the district:
<http://www.masd.k12.wi.us/learning/masd-classconnections.cfm>
- Terms of use links can be found at this link in each respective Web 2.0 area:
<http://www.masd.k12.wi.us/learning/masd-cc-teachers.cfm>
- Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain Web 2.0 tools.
- Email accounts for individual students are issued for school use.
- Other resources will be added as they become available.

The Mukwonago Area School District is governed by federal laws and local board policies including:

- Family Educational Rights & Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Children's Internet Protection Act (CIPA)
<http://www.fcc.gov/guides/childrens-internet-protection-act>
- Children's Online Privacy Protection Act (COPPA)
<http://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online>
- Student Acceptable Use of the Internet and Technology
<http://www.neola.com/mukwonago-wi/search/policies/po7540.htm>
<http://www.neola.com/mukwonago-wi/search/policies/po7540.03.htm>

Please complete the attached form and return it to your child's school by September 15th of each school year and/or within two weeks of a new mid-year enrollment.

Sincerely,

Nick Reichhoff
Director of Student Learning
reichni@masd.k12.wi.us
262.363.6300, x24400

Kelly Kovnesky
Supervisor of Network Operations
kovneke@masd.k12.wi.us
262.363.6200, x25700

Revised 12/2/2016

Please sign page 2 & return to your school's office

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By signing this letter, you are acknowledging that you have read and understand the following laws and policies, discussed them with your K-12 child, and permit him/her to use technology resources as defined within them:

- Family Educational Rights & Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Children’s Internet Protection Act (CIPA)
<http://www.fcc.gov/guides/childrens-internet-protection-act>
- Children’s Online Privacy Protection Act (COPPA)
<http://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online>
- Student Acceptable Use of the Internet and Technology
<http://www.neola.com/mukwonago-wi/search/policies/po7540.htm>
<http://www.neola.com/mukwonago-wi/search/policies/po7540.03.htm>

TO BE COMPLETED BY PARENT/GUARDIAN:

My child named below has permission to use technology resources in accordance with laws and policies:

Last Name	First Name	Grade
Parent Signature	Date	

TO BE COMPLETED BY STUDENT:

I have read and reviewed the Mukwonago Student Acceptable Use of Internet and Technology policies above with my parent/guardian and agree to abide by them. I understand if I violate the acceptable use policies, my privileges may be suspended and/or revoked and that other disciplinary or legal actions may be taken.

Last Name	First Name	Grade
Student Signature <i>(parents can sign for any students too young to sign themselves)</i>	Date	

Please return this form to your child’s school office within two weeks of the beginning of the school year and/or enrollment. If this form is not signed and returned within two weeks of the beginning of the school year and/or enrollment, access to technology resources may be revoked and/or denied until it’s received.



Mukwonago Area School District Infinite Campus Portal Policy for Parents & Students

The Mukwonago School District uses Infinite Campus for its on-line student information system. The Campus Portal allows parents/guardians and students to track a student's academic progress via the Internet. The Infinite Campus Portal also allows parents/guardians and students to view student information such as attendance, schedules, assignments, immunization records, fees, and much more. It also provides the ability for contacting teachers via email. Information available on the portal may vary from school-to-school and vary depending on the time of year (schedules and grades may only be visible at certain times).

Who sees what?

Parents/guardians who register for a portal account will have the ability view information for all children in their household. Students will automatically receive a portal account upon enrollment and will only be able to view their own information.

How do I request a portal account?

Parents/guardians can register for a portal account via the District website / Parents-Students / Infinite Campus page located at this link: <http://www.masd.k12.wi.us/parents-students/masd-infinitecampus.cfm>. Once a Campus Portal account has been activated, the account will remain active until all of the children associated with a parent/guardian's account are no longer enrolled in the district or the student has withdrawn or graduated from high school.

How will parents/guardians login?

After requesting a portal account, a District staff member will contact you within 48 hours with your username and password. These login credentials will not change unless requested by the parent/guardian.

How will students login?

Students automatically receive a portal account upon enrollment. Their user ID and password will be issued to students as part of their district-issued single sign-on network account.

Go Mobile!

Upon logging into the portal, you will notice availability for mobile devices. Simply download your app and click **Get Your District ID** from the portal link.



Get Help!

If you have any additional questions regarding the Campus Portal, please email helpdesk@masd.k12.wi.us.

Mukwonago Area School District Portal Policy

The Mukwonago Area School District (hereafter referred to as “MASD” or “District”) School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child’s education and improve communication between students, parents/guardians and the student’s teachers. MASD uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, counselors, support staff, and administrators.

- **Rights and Responsibilities:** Portal access is a free service offered to all current and active parents/guardians and students of the MASD. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in MASD will a parent/guardian and/or student be authorized to activate a web account. Parents/guardians, students, and staff must understand and practice proper and ethical use.
- **Information Accuracy Responsibilities:** Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, he/she will notify their school immediately and provide proof of the inaccurate information, or request the changes via the portal.
- **Information Accessibility:** MASD reserves the right to add, modify or delete functions viewed via the Portal at any time without notice. Detailed assignment scores are available online 24/7. For families with online Portal access, mid-term printed progress reports for students with grades below a C will no longer be mailed home unless a parent/guardian requests so in writing. Letters must be addressed to the principal. There may be times when the Campus Portal will not be accessible due to maintenance or other unforeseeable circumstances beyond the control of MASD. Information on the portal may vary from school-to-school. Information on the portal may vary based on the time of year (schedules/grades).
- **Portal Accounts:**

Students will receive a portal account automatically upon enrollment. This is included with their district-issued network account and part of the single-sign on process. Students will only have access to his/her own student information.

Parents can request a portal account on the district website via the Parents-Students / Infinite Campus section. *Parents will only need one login for all children/all schools. Parents who are also MASD employees will access the portal via the Family Login page and use their district-issued single-sign on credentials.*
- **System Requirements:** The most current system requirements will be posted to the district web site via the **Parents-Students / Infinite Campus** section. MASD is responsible for ensuring that district-owned systems are up-to-date. MASD is not responsible for providing new equipment, replacement equipment, technical support, or system upgrades to systems not owned by the District.
- **Tech Support for Portal Users:** MASD will provide online instructions/help sheets on the district website via the **Parents-Students / Infinite Campus** section. MASD will accept support requests via the email address helpdesk@masd.k12.wi.us and will strive for <48 hours response time.
- **Limitation of School District Liability:**
 - MASD reserves the right to limit or terminate the Internet site for viewing student information without notice.
 - MASD will use reasonable measures to protect student Information from unauthorized viewing.
 - MASD will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet.
 - MASD does not promise any particular level or method of access to the Internet site for viewing student Information.
 - MASD will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student Information.
 - MASD reserves the right to limit or terminate the Internet site for viewing student Information without notice. By requesting an Internet site for viewing student Information, parents/guardians and students of the district automatically consent to electronic monitoring when on the district’s network.