## **Campus Portal Information**

The <u>Campus Portal</u> is our tool for parents and students to access instant, online, timely and secure student information: grades, assignments, class schedule, attendance, report cards and transcripts. Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students. Once you have an account, you will have access to all of your LPS students on one screen.

In order to access the portal, parents first must complete <u>a form</u> then bring the form in – with a photo ID – to our school office. (The photo ID is a federal requirement for privacy reasons – you must present it in person.) At that time you will receive an "activation key" that will allow you to create your parent portal account online. (Students have their own login to the portal.)

Please note that if you already have an LPS portal account before you come to Littleton Prep (because you have one or more students already attending LPS) it will work for your student here - you will not need to get a new account.