



August 12, 2025

Dear Whiteford Families,

I hope you have enjoyed a very HOT summer! As the 2025-2026 school year quickly approaches, I wanted to take this opportunity to make you aware of a few things that need to be completed prior to the start of school that are critical for your child's safety. Each year, the district requires parents and guardians to complete the **Infinite Campus Annual Updates and Agreements**. This process ensures we have accurate and up-to-date information about your child, enabling us to provide the safest and best possible educational experience.

Why Are These Updates Important?

- **Safety and Communication:** Updated contact information ensures that we can reach you in case of an emergency. Accurate medical information allows us to respond appropriately to your child's needs.
- **District Policy Compliance:** The agreements include important permissions and acknowledgments regarding technology use, participation in field trips, and more. These handbooks and agreements outline the responsibilities and expectations for both students and parents.

What Happens If They Are Not Completed?

- Failure to complete the annual updates and agreements **will result** in **restrictions on your child's participation in certain activities and services**. For example:
 - **Field Trips:** Without the necessary annual updates and agreements, students will be unable to attend educational field trips off-campus that enhance their learning experience.
 - **District-Issued Chromebooks:** Acknowledging the district's technology use policies is mandatory for students to receive and use Chromebooks essential for their academic work. **We do not permit the use of your own device, so it is critical that these updates and agreements are completed to not restrict your child's academic work or educational experience.**

What About Chromebook Insurance?

- For students in grades TK-5th, they never take the devices home. We understand accidents will happen within the classroom setting, and unless your child intentionally damages their or someone else's Chromebook, we will cover the cost of repairs or replacements. Intentional damage to devices that result in repairs or replacement will be assessed to the parent/guardian.
- For students in grades 6th-12th, the district has purchased and will require the use of protective cases to avoid accidental damage to the Chromebooks. There is no charge to parents/guardians for these cases, and the students will reuse the protective cases year after year. Protective cases are not designed for extreme abuse or initial slamming, throwing, etc. If damage is deemed intentional or habitual issues occur due to handling, repairs and replacements will be assessed to the parent/guardian.

We understand that life can get busy, but completing these updates and agreements are critical. The process is not labor intensive or long and can be done online via the **Infinite Campus Parent Portal**, which can be accessed from our website. We just need one (1) parent to complete them this year! The **ACTION STEPS** for each family are outlined on the pages below. 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.

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 (TK-5th) - Deb Motyka-Iott at: motyka_iott@whiteford.k12.mi.us

Whiteford Middle School (5th-8th) - Ashley VanCamp at: ashley.vancamp@whiteford.k12.mi.us

Whiteford Middle/High School (9th-12th) - Savana LeFevre at: savana.lefevre@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 just ONE (1) parent/guardian complete this annual update.

In Infinite Campus Parent Portal,

1. Click "More" on the left hand side
2. Click "Online Registration"
3. Click "25-26 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 click arrow to complete
 - 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 Contract"
 - 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 then click arrow to complete
 - 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"
10. Click "Submit"
11. Close pop-up screen
12. Completed

STEP 3 - Complete Whiteford Handbook Safety Agreement 25-26

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 2025-2026 below:

[Whiteford Elementary School Student Handbook 2025-2026](#)

[Whiteford Middle/High School Student Handbook 2025-2026](#)

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 25-26"
3. Click "Continue Edit"
4. Click "Agree" for Agreement to use Electronic Signatures
5. Complete the agreements, permissions, and authorizations accordingly
6. Click "RED ICON" to sign or decline
7. Click sign and "Submit" (Bottom Left on Screen)

STEP 4 - Complete Whiteford Parent AUP Safety Guidelines 25-26

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 25-26"

3. Click "Continue Edit"
4. Click "Agree" for Agreement to use Electronic Signatures
5. Complete the permissions and authorizations accordingly
6. Click "RED ICON" to sign or decline
7. Click sign and "Submit" (Bottom Left on Screen)