



PARENTAL ACCESS TO THE PARENT PORTAL PINNACLE INTERNET VIEWER

Dear Parents/Guardians,

Access to Pinnacle Internet Viewer will be handled through Polk County Parent Portal this year. The information below will explain the process of gaining accessing to the Parent Portal:

1. *Create an account* at <http://parent.mypolkschools.net>. This can be accomplished by using any Internet-connected computer from school or home. This is a one-time step, and the parent only needs ONE account. (If you have any existing account, you don't need to create another, but you will have to get a separate PIN for your student)
2. *Receive your PIN*. There is one secret PIN for each parent/guardian for each student. For example, if BOTH parents want PINs for TWO students, there will be FOUR different PINs that result. Using one of the following 3 options can do this.
 1. Have the PIN request form notarized and returned to the main school office by the student. Your PIN will not be given to the your child. It will be emailed to the address listed above.
 2. Have the PIN request form notarized and returned to the main school office with a self addressed stamped enveloped by the student. Your PIN will then be mailed to the address listed.
 3. Come to the main office of the school in person with the proper identification (picture ID is required) to request your PIN.
3. *Attach the students to their account using the secret PIN*. Parents must revisit the same website mentioned in Step 1 and will type in the secret PINs received in Step 2. They may attach as many students to their accounts as they have secret PINs.

*****Only parents/guardians with the "Records Access" checked on the student's emergency card will be given a PIN.**

If you have any questions or concerns, please contact Mr. Jemison at 863-295-5955.

Darryl Jemison
Assistant Principal for Curriculum

Discovery Academy of Lake Alfred

Parent/Guardian PIN Request Form for Access to Parent Portal

Student Name	Student ID
Parent/Guardian's Name	Home Phone Work Phone
Mailing Address	Email Address

I request a PIN (Personal Identification Number) to access my student's information on the Parent Portal.

Parent/Guardian Signature	Date	Print Name
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You, as parent/guardian may receive your PIN using one of the following 3 options:

1. Have this form notarized and returned to the main school office by the above named student. Your PIN will not be given to your student. It will be emailed to the address listed above
2. The second method is to have this form notarized and returned to the main school office, along with a self addressed stamped envelope by the above named student. Your PIN will then be mailed to the address listed above.
3. Go directly to the main office of your student's school in person with the proper identification (picture ID is required) to request your PIN. *The PIN request form is not needed for this option.*

* Any other authorized contacts will need to go the student's school with proper ID to request their PIN. Contacts must have *Records Access* marked on the student's Emergency Card by the enrolling parent/guardian to be authorized for access the Parent Portal.

Parent/Guardian signature
Date

STATE OF FLORIDA, COUNTY OF _____

I hereby certify that the foregoing was executed before me on this _____ day of _____

My commission expires: _____

Office use	Date Received	Date Emailed/Mailed
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