



Laramie County School District #1

2810 House Ave. ♦ Cheyenne, WY 82001
www.laramie1.k12.wy.us

To the Parent(s) / Guardian(s) of LCSD1 students;

The Pinnacle Internet Viewer (PIV) feature of our electronic gradebook system provides secured Internet access for parents / guardians to student records on attendance, grades, and standards proficiencies. This opportunity requires Internet access and that a confidential user name and PIN Code be issued to the parent / guardian from the school.

- Receiving your confidential student ID and PIN Code
 - Come to the school office and complete a form in person with a photo ID (driver's license preferred)
 - We need to ensure the identity of who is receiving this access to student information.
 - You will get instructions to access the LCSD1 PIV feature
- The PIV requires a user name and PIN Code for each student
 - A parent /guardian with multiple students will need to complete one form per student and will be issued one user account per student.
- If you do not have Internet access
 - Contact the school office to get the latest information on your child
 - Contact the Laramie County Library System, their computers to access the Internet. Library personnel can assist you with this access to the Internet.

Please read the school literature or contact the school office for specifics on when and how this procedure will take place. To provide efficient service, some schools have arranged unique processes, times, and places for parents / guardians to acquire their student ID and PIN Code.

Should you have any questions or comments please contact the school office.



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Parent/ Guardian Pinnacle Internet Viewer (PIV) Form

Student ID: _____ PIN Code: _____ School: _____

Student Name: _____ Grade: _____

Parent/Legal Guardian Name: _____

Email Address: _____

Person verifying photo ID (*Print Name*): _____

Signature of person verifying photo ID: _____

Type of ID: Driver's License Other – Describe: _____

Legal Guardianship Verified

Directions for PIV Access

1. Start at the home page of your Internet browser
2. Navigate to <http://piv.laramie1.k12.wy.us>
3. Enter your student ID and confidential PIN Code
4. Select Your School
5. Click Request Report
6. If you experience difficulty, contact the school office.

Considerations

- ❖ The student ID and PIN Code confidentiality is crucial – do not give to other people.
- ❖ Please allow teachers turn around time for entering grades.
- ❖ This is a privilege intended for parents /guardians to see the progress of their student. Any misuse or abuse of this account will result in denial of access.
- ❖ This feature may not be available for brief periods during system backups and updates.
- ❖ PIV Access may be “turned off” during the last week of each quarter of the school year.
- ❖ Missing assignments may be calculated in a variety of ways. Please check with your child and/or their teacher for the particular policy in the class.
- ❖ If questions arise, please visit with your child, teacher, counselor, or principal.
- ❖ The parent / guardian must inform the school of family information changes.

By signing this form, I acknowledge that I have read and understand this information.

Parent / Legal Guardian Signature: _____ Date: _____

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White Copy – Building Contact Person Yellow Copy – Student Folder Pink Copy – Parent / Guardian



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Student Pinnacle Internet Viewer (PIV) Form

Student ID: _____ PIN Code: _____ School: _____

Student Name: _____ Grade: _____

Parent/Legal Guardian Name: _____

Person verifying Student Identity (*Print Name*): _____

Signature of person verifying Student Identity: _____

Method of Student Identification verification: _____

Directions for PIV Access

1. Start at the home page of your Internet browser
2. Navigate to <http://piv.laramie1.k12.wy.us>
3. Enter your student ID and confidential PIN Code
4. Select Your School
5. Click Request Report
6. If you experience difficulty, contact the school office.

Considerations

- ❖ The student ID and PIN Code confidentiality is crucial – do not give to other people.
- ❖ Please allow teachers turn around time for entering grades.
- ❖ This is a privilege intended to be used by students to see their progress, any misuse or abuse of this account will result in denial of access.
- ❖ This feature may not be available for brief periods during system backups and updates.
- ❖ PIV access may be “turned off” during the last week of each quarter of the school year.
- ❖ Missing assignments may be calculated in a variety of ways. Please check with your teacher for the particular policy in the class.
- ❖ If questions arise, please visit with your teacher.

By signing this form, I acknowledge that I have read and understand this information.

Student Signature: _____ Date: _____

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Pinnacle Internet Viewer (PIV) Access Policy & Procedures

- ❖ A person may not be issued more than one PIN Code for each student ID.
- ❖ **Parent** / guardian identification must be verified in person by designated school personnel.
This verification must include a photo ID.
 - The preferred photo ID is a driver's license or military ID
 - The photo ID details must be recorded with the user ID and parent /guardian name.
 - The person who verified the photo ID must print and sign their name on the form.
- ❖ **Student** identification must be verified in person by designated school personnel.
This preferred method of verification is a photo ID.
 - The person who verified the photo ID must print and sign their name on the form.This verification of student identity must be documented by the appropriate school personnel on the PIV Form.
- ❖ To receive the PIN Code the user (parent / guardian / student) must complete and sign their form.
- ❖ The pink copy of the completed form is to be given to the user (parent / guardian / student).
- ❖ The school must maintain their copies of all completed PIV forms.
- ❖ Upon verification that a PIV PIN Code has been compromised, access through that account is to be immediately disabled by the designated school personnel. (Secondary schools contact the TIS, elementary schools contact an Information Services Technician at 771.2118 or 771.2259.)