

### *Instructions for Completing the Student Access Request Form*

1. One form must be completed for each student to be accessed using the Parent Portal.
2. The form must be completed at the school the student attends.
3. To ensure the security of student records the form must be presented in person by the individual requesting access.
4. A drivers license will be the most common id used. For parents without a photo id, the school may use their discretion in identifying the requestor.
5. Upon completing and verifying the form please send through interoffice mail to the SIS Team at the Board Office.
6. Id's will be created and emailed to the requestor within 72 hours of receipt by the SIS Team.

#### ***Fields***

1. First Name – first name of the person requesting access.
2. Last Name – last name of the person requesting access.
3. Telephone # - contact number for the person requesting access.
4. Relationship – mother, father, guardian, uncle, aunt, etc
5. Email – valid email address. This will also be their user id and should be the same address if they are requesting access for multiple students.
6. Students School – name of school student attends.
7. Student Id – Genesis student id number.
8. Students First name – first name of student
9. Students Last Name – last name of student
10. Date of Birth – students birth date
11. Grade Level – current grade.
12. ID Type – name of id used (NJ Drivers, Work Id, etc)
13. Number – Id number if available
14. Authorized to Access – Yes or No, typically yes unless there are custody issues.  
A student can be associated with more than 1 parent id.
15. Verifier Name – The name and signature of the person who received and verified the information on the request form
16. Date – date the request form was received and verified
17. Notes – Any comments regarding this request