

# Plainfield Public Schools

## Parent/Guardian Student Access Request Form

Please complete the following and return it in person to your child's school. A photo ID will be required to complete the process. Please use one form for each student. To access all students under a single log in you must use the same email for for all accounts.

### Parent/Guardian Information

(Please print)

Parent/Guardian

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone # (daytime): (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Relationship \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

### Student Information

(Please print)

Student's School: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Printed on schedule or report card)

Student's

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Enter the student's date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Level: \_\_\_\_\_

Thank you for signing up for the Parent/Guardian Student Access On-Line Services. You will receive an email when your ID has been assigned to access information on your student(s).

### School Use Only

Type of Parent/Guardian Photo ID: \_\_\_\_\_ Number: \_\_\_\_\_

Parent/Guardian is authorized to access above student \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Verifier Name & Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

Notes: \_\_\_\_\_

**FORWARD TO SIS ADMINISTRATION**

### SIS Administration Use Only

Parent/Guardian user account assigned: \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notification sent to parent's email: \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notes: \_\_\_\_\_