



School District of University City

## Parent Portal User Request Form

The School District of University City offers secure online access to your child(s) information via the SISK12 Parent Portal. The SISK12 Parent Portal allows parents/guardians to use the internet to check various aspects of their student's records such as attendance, grades, discipline, lunch balances and to make online lunch account deposits.

In order to utilize this optional tool, a minimum of one email address per family is required. The purpose of the email address is to send your confidential and personalized user id and password which will permit you to gain access to your student's data on the District's secure web server.

Please provide the name(s) of all students in grades K-12 that you would like to have access to. Only one form per family is needed.

<u>Student Name (please print first &amp; last name)</u>	<u>School</u>	<u>Grade</u>

Please provide your email address for student information notifications. Be sure to **print legibly** to ensure that your email address is properly entered into our computer system.

Primary Parent/Guardian Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I understand that it is my responsibility to protect my Parent Portal password. I should not share my password with my children.**

*Please sign and date to indicate that you have given permission to have information posted on the SISK12 Parent Portal web server for your viewing.*

**Primary Parent's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spouse's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

The completed form should be returned to your child's school for processing. If you have any questions about the SISK12 Parent Portal please contact your child's school.