



(This form MUST be sent to MIS Department at District Office)

Please identify if this is a NEW Request or UPDATED information

S 20150825

(Please Print)

NEW UPDATE ☐

Gilchrist County School District has created an opportunity for parent(s)/guardian(s) to view student grades/data by accessing Gilchrist County Schools' website, www.gilchristschools.org. Near the top of the screen, click "Student Grades", then click "Skyward Family Access".

To ensure the records privacy of your child, you are asked to read and complete the information as requested below:

- * Only parents/guardians with legal custodial rights may request security.
- * A user ID and password will be assigned to each parent/guardian.
- * Please complete **ONE** form for **all children** for which you are requesting security.
- * Security will only be released to the legal parent/guardian. If this security is shared with anyone else, it is at the discretion of the parent/guardian and not the responsibility of Gilchrist County Schools.
- * You **must** enter a **valid email address** below. If you forget your user ID/Password, it will be sent to the email address on record.
- * All security will be sent as soon as possible but may take up to 9 weeks from the start of school.
- * Your access information will arrive by email, with “Family Access” as part of the subject line. Check your spam and junk email folders.

Parent/Guardian Information:

Parent/Guardian Name: _____ Mailing Address: _____
 (Last) (First) (House#, Street or PO #) (City) (Zip)
 Home Phone: () Cell Phone: () Email Address: _____

Student Information: (Please use reverse side of this form if you have more than 4 students in Gilchrist schools)

Student Full Legal Name: (Last, First, MI)	DOB (MM/DD/YYYY)	Current Grade	School Attending (BES/TES/BHS/THS)

I understand that by signing this form, I have read the above information and agree to protect the security of the records for my child. I am aware that Gilchrist County Schools will only release the User ID and Password to me and will not be responsible for the improper sharing or use of the security information. If I suspect that the security of records for my child are in jeopardy, I will have to notify the school in person.

I also understand that when the security User ID and Password are ready for my child(ren) It will be sent to my **email** address.

Signature of Parent/Guardian: _____ **Date:** _____