

# Hackensack Public Schools

## Parent/Guardian Student Access Security Request Form

Please complete the following and return it in person to your child's school. An ID will be required to complete the process.

### Parent/Guardian Information

(Please print)

Parent/Guardian

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

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

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: \_\_\_\_\_

Student's School: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Principal's Signature Date

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

### FORWARD TO INFORMATION TECHNOLOGY

### Information Technology Use Only

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

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

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

Your Genesis Parent Access Code and password will be enabled in the next few weeks and e-mailed to you. The first time you login to the system you will have the opportunity to change your password. Please retain your username and password as these codes will access your child's data until he/she graduates.