# Pittsford Schools

## Parent/Guardian Access Request Form

Pittsford Central School District can provide access to student information via the Infinite Campus Portal, In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it in person to one of the office staff at your child's school. If each parent/guardian living in the household wishes to maintain their own access to student information via the Infinite Campus Portal, rather than sharing access, each individual must complete the form and return it in person to the office staff at your child's school. If you have children in multiple schools within the District, please return the form to any of these schools between the hours of 7:30 AM and 4:00 PM. **For security purposes a photo ID is required when you return the form.** Once the information provided below is verified and processed, you will receive your Infinite Campus Activation Key.

Please note, for non-custodial parents living outside of Monroe County, for whom presenting this form along with a photo ID to their child's school would prove to be a hardship, you may complete the form, have it notarized, and mail it to your child's school. Your Infinite Campus Activation Key will then be mailed to you via US Mail.

**PLEASE PRINT**

Parent/Guardian
Name: (One name per form) _____
(First Name, Middle Initial, Last Name) Parent Guardian

Parent/Guardian
Home Address: _____

Parent/Guardian E-Mail Address: _____
*One e-mail per parent is maintained. If the above e-mail does not match the current one on file, the address submitted on this form will be considered the most current and be used for all future communications.*

| Please list all children in household who are/will be enrolled in PSCD | Your relationship to student | Reside with Student? (Yes or No) | Grade Level |
|---|---|---|---|
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*I certify that all of the above information is true, and I have legal authority to access the records of the student(s) listed above.*

Signed: _____ Date: _____
*Signature and ID must be Parent/Guardian shown on first line* *(mm/dd/yyyy)*

Required for out-of-town non-custodial parents, only:
SWORN TO ME BEFORE THIS

_____day of_____, 20

_____
Notary Public

Office Use Only:

Date Returned:_____ ID Verified Form & ID ☐
Checked by: _____
☐ Activation Key Provided / Date Key Provided _____Initials_____
☐ Portal/Date access provided_____