Parent Portal User Request Form
(This form must be completed by parents/guardians to access their child's data on the WGSD Parent Portal)

PLEASE SUBMIT THIS FORM <u>ONLY</u> IF YOU HAVE NOT ALREADY DONE SO.

Webster Groves School District offers secure online access to your child's information via the Parent Portal. This tool allows parents/guardians to use the Internet to check various aspects of their student's records such as attendance and lunch balances.

In order to participate, we need a minimum of one e-mail per family. The purpose of the e-mail address is to send you a 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. **You only need to sign up for the portal ONCE. If you have already signed up as a user, you do not need to complete another form.**

For the safety and security of your child's information, this form must be delivered in person to your school's administrative office (note: if you have children at different schools, you only need to complete one form and visit one of the schools) to verify proper identification and guardianship.

Please provide name and relationship to student and e-mail addresses below:

Your Name: _____

Relationship to student: _____

Email Address: _____

Student Name_____

Grade _____School Name _____

Student Name_____

Grade _____School Name _____

Student Name_____

Grade _____School Name _____

If you are not the parent/guardian, you must have permission from them to have access to the student's information

Parent/Guardian Name _____

Signature _____ Date _____

---**For Office Use Only**---

Verify_____Initial_____Date_____