



THS - ONLINE PARENT GRADE ACCESS REQUEST FORM

Attention Parents: DO NOT USE THIS FORM IF YOU PREVIOUSLY ESTABLISHED A USER NAME AND PASSWORD FOR ONLINE GRADE ACCESS FOR YOUR STUDENT(S). If you cannot remember your user name and password, please select the Cannot Access Account link on the Progress Book Parent Access webpage, www.twinsburg.k12.oh.us/parentaccess1.aspx, as Twinsburg High School does not maintain user name and password information.

If you did not previously set up an account for your student and need a replacement copy of the parent access letter containing your parent account registration key(s) for your student(s), please print this form, completely fill out and **SIGN** (by the parent/guardian only). Mail, fax or have your student bring in the completed form to the Tania Johnson (Attendance Office). Email requests cannot be accepted as an original parent/guardian signature is required. Parent access letters can be mailed, picked up by you with proper identification or be brought home to you by your student. **This information cannot be given over the phone, faxed or emailed due to security issues.** If you have any questions please call: 330.486.2407 or email tjohnson@twinsburg.k12.oh.us. Thank you!

Mail this signed form to:
Online Grade Access Request—Tania L. Johnson
Twinsburg High School
10084 Ravenna Road
Twinsburg, OH 44087-1719

OR

Fax this signed form to: 330.405.7406, Attn: Online Grade Request—Tania L. Johnson or have your student bring the form to Ms. Johnson (Attendance Office).

Please allow up to three (3) school days for processing

I authorize Twinsburg High School to reissue the parent access letter that contains the parent registration key(s) for the student(s) below:

_____	_____	Date Sent: _____ (Office Use Only)
Student Name	Grade	
_____	_____	
_____	_____	
Student Name	Grade	
_____	_____	
_____	_____	
Student Name	Grade	

Please check one:

- Mail to home address. Call for pick up. (Proper identification required.)
- Send home with my student. (If more than one student please indicate: _____)

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

Address: _____ **Phone Number:** _____