



# THS - ONLINE PARENT GRADE ACCESS REQUEST FORM – PARENT ACCOUNT

**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 Forgot Username/Password link on the Progress Book Parent Access log in page, [www.twinsburg.k12.oh.us – For Parents – Parent Access \(Gradebook\)](http://www.twinsburg.k12.oh.us), as Twinsburg High School does not maintain 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@twinsburgcsd.org](mailto:tjohnson@twinsburgcsd.org). 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:

<b>Student Name</b>	<b>Grade</b>	
<b>Student Name</b>	<b>Grade</b>	<b>Date Sent:</b> _____
<b>Student Name</b>	<b>Grade</b>	(Office Use Only)
<b>Student Name</b>	<b>Grade</b>	

**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:** \_\_\_\_\_