



THS - ONLINE STUDENT GRADE ACCESS REQUEST FORM

Attention Students: DO NOT USE THIS FORM IF YOU PREVIOUSLY ESTABLISHED A USER NAME AND PASSWORD FOR ONLINE GRADE ACCESS. 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 your student online grade access account and need a replacement copy of the student access letter containing your registration key, please print this form, completely fill out and **SIGN**. Mail, fax or bring in the completed form to Ms. Johnson (Attendance Office). Email requests cannot be accepted as an original signature is required. Student access letters can be mailed or picked up by you with proper identification. **This information cannot be given to other students, released over the phone, faxed or emailed due to security reasons.** If you have any questions please see Ms. Johnson or 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 drop off the form to Ms. Johnson (Attendance Office).

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

I authorize Twinsburg High School to reissue to me the student access letter that contains my student registration key for online grade access:

_____ **Student Name** _____ **Grade**

Date Sent: _____
(Office Use Only)

Please check one:

Mail to home address.

Student pick up. (Proper identification required.)
(Students will be called down when letter is available for pick up.)

Student Signature: _____

Date: _____

Address: _____

Phone Number: _____