



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), 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). You may fax, email or mail the completed form to Mary Veenhuis, Guidance Administrative Assistant. Fax: 330.405.7406 Email: mveenhuis@twinsburgcsd.org. 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: 330.486.2406 or email mveenhuis@twinsburgcsd.org. Thank you!

Mail this signed form to:
Online Grade Access Request – Mary Veenhuis
Twinsburg High School
10084 Ravenna Road
Twinsburg, OH 44087-1719

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:

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