

# Pittsford Schools

## Parent/Guardian Access Request Form

Pittsford Central School District can provide access to student information via the Infinite Campus Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this form and return it in person to one of the office staff at your child's school. If you have children in multiple schools within the District, please return the form to any of these schools between the hours of 7:30 AM and 4:00 PM. **For security purposes a photo ID is required when you return the form.**

Once the information provided below is verified and processed, you will receive your Infinite Campus Activation Key via US Mail.

### PLEASE PRINT

**Parent/Guardian**

**Name: (One name per form)** \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

**Parent /Guardian**

**Home Address:** \_\_\_\_\_

**Parent/Guardian E-Mail Address:** \_\_\_\_\_

*One e-mail per parent is maintained. If the above e-mail does not match the current one on file, the address submitted on this form will be considered the most current and be used for all future communications.*

Please list all children in household who are/will be enrolled in PCSD	Your relationship to student	Reside with Student? (Yes or No)	Grade Level

*I certify that all of the above information is true, and I have legal authority to access the records of the student(s) listed above.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature and ID must be Parent/Guardian shown on first line (mm/dd/yyyy)

<p><b>SWORN TO ME BEFORE THIS</b></p> <p>_____ day of</p>
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<p><b>Office Use Only:</b></p> <p>Date Returned: _____ <input type="checkbox"/> ID          Verified</p>
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