



# SCHENECTADY CITY SCHOOLS

108 Education Drive • Schenectady, New York 12303

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www.schenectady.k12.ny.us



## PENTAMATION HOME ACCESS CENTER Parent/Guardian Access Request Form

The Schenectady City School District can provide access to student information via Pentamation Home Access. 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 any one of your student(s)' schools. For security purposes, a **photo ID** is required when you return the form.

PLEASE PRINT

Parent/Guardian

Name: (One name per form)

*(First Name, Middle Initial, Last Name)*

Parent/Guardian

Home Address:

Phone:

**Parent/Guardian**

**E-Mail Address:**

*Please list all children in household who are/will be enrolled in Schenectady City School District*

Student Name	Your Relationship to Student	Reside with Student (Yes or No)	School	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 & ID must be that of the Parent/Guardian shown on first line* *mm/dd/yyyy*

**Important** – Once the information provided above is verified and processed, you will receive your Home Access user name and password via e-mail. When you receive your user name and password, you will be able to access the Home Access Center through Schenectady City School's website: [www.schenectady.k12.ny.us](http://www.schenectady.k12.ny.us) and click on the Home Access Center link.

<p><b>For School Use ONLY:</b></p> <p>Date Returned: _____</p> <p><input type="checkbox"/> Verified Photo ID    <input type="checkbox"/> Verified E-Mail</p>	<p><b>For Central Office Use ONLY:</b></p> <p><input type="checkbox"/> Enabled Access</p> <p><input type="checkbox"/> Notification Sent      Date: _____</p>
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