



SCHENECTADY CITY SCHOOLS



108 Education Drive • Schenectady, New York 12303

Phone (518) 370-8101 ext. 28116 or ext. 28127

www.schenectady.k12.ny.us

PARENT PORTAL Parent/Guardian Access Request Form

The Schenectady City School District can provide access to student information via the Infinite Campus Parent 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 any one of your student(s)' schools or via e-mail at portal@schenectady.k12.ny.us. 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. This access is restricted to authorized users for official purposes only. Care must be exercised to ensure passwords and private data are secure and that unauthorized users are not permitted to access or make changes to your family's personal information. Passwords are not to be shared or recorded in any location that is accessible to unauthorized personnel.

Signed: _____

Signature & ID must be that of the Parent/Guardian shown on first line

Date: _____

mm/dd/yyyy

Important – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation via the eMail address you provided. Please allow five (5) to seven (7) school days to receive this email. When you receive your Activation eMail, you will be able to access the Campus Portal through on the Schenectady City School District's website: <http://www.schenectady.k12.ny.us/> , and create your username and password.

Office Use Only:

Date Returned: _____ ID Verified Form & ID Checked By: _____

Verify E-mail Activation eMail Data Provided: _____ Initials: _____