



Family Access User Agreement Form

Declaration of Parent/Legal Guardian Status and Request for User ID and Password

Each user (parent/legal guardian) must complete his/her own *Family Access User Agreement Form* as all users have their own individual account.

Due to FERPA (Family Educational Rights and Privacy Act), a student's educational record may only be accessed by a Parent/Legal Guardian. For the purposes of accessing Family Access, Parent/Legal Guardian includes both Biological/Adoptive Parent(s) or Court Appointed Legal Guardian(s).

If you are a Legal Guardian, you must provide your court documentation along with this form.

Parent/Guardian Name: _____ Circle Relationship to student
Mother **Father** **Legal Guardian**

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Please list all East China School District students of which you are mother, father, or legal guardian. (List additional students on the back of this form)

Student Name	School	Grade

I certify that I am the biological/adoptive parent or legal guardian of the above named student(s).

Print Name

Signature

Date

Return this form along with required documentation (if any) to the address listed below. Once this form has been processed you will be mailed your Family Access Login ID, password and access instructions to the address listed on this form.

East China School District Administration Building
 Attn: Donna Wininger, Personnel Office
 1585 Meisner Road
 East China, MI 48054

For Office Use Only:
 C/E _____
 T/D _____
 Mailed _____