

**Internet Access to School Records
Authorization Form**

This form authorizes the school to establish internet access to the student's records. In order to maintain online access, the parent must agree to the following requirements and sign this form. If the parents are divorced, separated or if there is a joint custody arrangement, each parent should submit a separate form.

1. The parent agrees to receive school communications at the email address shown below. Email address changes must be submitted to the school office on the Internet Access Authorization Form. The email address will be used to establish the login and password.
2. The parent agrees to keep the online access login and password confidential. The parent's login and password should not be shared with the student, family members or friends. The parent is responsible to change the password as needed. Each parent should have his or her own login and password.
3. The parent who has signed the tuition contract will have online access to the student's billing account.
4. Online information is intended for preliminary review purposes only, and intended to be viewed only by the student's parents or guardians. The parent agrees that all school information obtained through online access is subject to change and correction by school officials.
5. The parent agrees not to hold the school liable for:
 - a. Unauthorized access to the student's records through the internet
 - b. School communications not received through email due to an obsolete email address
 - b. Temporary unavailability or permanent termination of online access to student records
6. The school administration has the discretion to discontinue online access at any time. Online access may be restricted if the billing account is more than 30 days past due.

Student name(s) _____

Father/guardian name _____

Email address _____

Signature _____ Date _____

Mother/guardian name _____

Email address _____

Signature _____ Date _____