



Information **NOW**

Parent/Guardian Access Request Form

The South Iron R-1 School District can now provide access to student grade and attendance records via the Internet. In order to protect the confidentiality of student records, all parent/guardians who want to use this new service are required to fill out this form in its entirety and **return it in person** to either the South Iron High School or Elementary Office. An e-mail address is required for access to InformationNOW. **E-MAIL ACCOUNTS MUST BE SET TO ALLOW MAIL FROM INOW@sipanthers.k12.mo.us**

Parent/Guardian Name: (one name per form)

Parent/Guardian Home Phone:

Parent/Guardian Home Address:

Parent/Guardian e-mail address:

Please list full name of all students currently enrolled in the South Iron R-1 School District	Your Relation to Student (i.e. mother, father)	Do you reside with the student? (Yes or No)	School Building (Elementary or High School)	Current Grade Level

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

Security Questions (Answer one of the following in case of a lost password or user ID)

- What are the last 5 digits of your driver's license number?
- In what town was your first job?
- What is the name of your favorite childhood friend?
- What was your childhood nickname?

Signed: _____
Signature must be that of the Parent/Guardian shown on first line

Date: _____

Important-Once the information provided above is verified and processed you will receive your InformationNOW username and password by e-mail at the account listed on this form and will be able to access the parent access portal via the web address on the accompanying handout. Allow 7-10 Business Days to receive user name and password.

Office Use only: Date Returned: _____

Form & I.D. Checked By: _____

Date access info provided: _____ Initials: _____

KEEP THIS PAGE IN A SECURE PLACE FOR YOUR RECORDS

What If I Forget My InformationNOW User Name or Password?

Send an e-mail to INOW@sipanthers.k12.mo.us using the following format. All information must be included for security purposes. NO PASSWORDS MAY BE OBTAINED BY MEANS OTHER THAN E-MAIL.

1. The e-mail must be sent using the account that was approved in your InformationNOW application.

To: INOW@sipanthers.k12.mo.us

Subject: Forgotten INOW password **OR** Forgotten INOW user name

Message: <Name approved on INOW application>
<Answer to security question on application>

Please reset my InformationNOW password

OR

Please send my InformationNOW user name

2. After submitting your request by e-mail, you will receive an auto reply similar to the following:

NOTE: Please do not reply to this email. This e-mail account is used for Parent Portal password generation only.

A password change or user name request has been submitted to South Iron R-1 School for your InformationNOW account. If all needed information has been provided, a temporary password will be e-mailed to your account within 3-5 business days. You will be required to reset the password the first time you login to InformationNOW.

If you have not submitted your request from an approved account or failed to provide the answer to your security question, you will receive a follow-up e-mail asking for the missing information.

IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE CALL SOUTH IRON R-1 SCHOOL DISTRICT AT 573-598-4241 IMMEDIATELY.