

PORTAL LOGIN REQUEST FORM



Complete this form if you are a custodial parent or legal guardian and you authorize another adult to have login access to the George School Parent Portal. Please be aware that this grants access to confidential information about your child(ren), including grade reports, disciplinary infractions, and the financial status of your account. It also provides the ability to edit contact information and Deans' Office permissions for your child(ren).

I authorize George School to create a portal login for:

Authorized Adult Name: _____

Authorized Adult Email Address: _____
Please note we assign one login and password per email address.

I confirm that confidential information about my login and password can be sent to the email address above.

Signature of Authorized Adult _____ **Date** _____

List the student(s) whose information should be accessible, along with their relationship to the authorized adult:

Student Name	Relationship of Authorized Adult to Student
1.	
2.	
3.	
4.	

Custodial parent/legal guardian name (please print):

Signature of custodial parent/legal guardian _____ **Date** _____

This completed form should be returned to the School Office (via fax, email, or mail) at the address below. You will receive an email requesting confirmation before the new login is created.

It will take approximately two business days for the new login and password to be sent to the authorized adult at the email address specified above.