Reset Form | Print Form

Fredericktown R-1 School District
WebSIS Account Reset Request Form

For security purposes, you must either return this completed form to your child(ren)'s school **in person** or if the parent / guardian cannot visit the school, a notary public must witness the parent / guardian signing the form and use their public seal with a current date. You will be asked to show a **photo ID** when you register and / or request account resets.

Please Check the Appropriate Item(s):

- ☐ I am requesting the login name to my child(ren)'s account be reset.
- ☐ I am requesting the password to my child(ren)'s account be reset.
- ☐ I am requesting to update my information in Parent Web-Access Portal
- ☐ Other

Parent / Guardian Information:

Name _____

Address _____

City _____ State ____ Zip Code _____

County _____ Phone Number _____

Email _____

Student Information:

Student Name One _____

Student Name Two _____

Student Name Three _____

By my signature below, I affirm that there are no legal restrictions that would preclude me from accessing said student's information. All above stated computer/media equipment regulations apply including but not limited to Board Policy, Network Acceptable Use Policy, Web Acceptable Use Policy and PC Policy Guidelines. This Policy is subject to change without notice.

_____ _____

Parent / Guardian Signature Date Printed Parent / Guardian Name

For Office Use Only:	Building	Name	Date
Photo Identification Verified			
Office Personnel Verified			

Office Personnel:
Once verified, signed and dated, send completed form to the Technology Department via inner office mail in a sealed manila envelope.
Please label the outside Parent Portal Request.
Please remind parent / guardian a minimum of 3 - 5 days will be needed to complete the requested information.

*The Fredericktown R-1 School District does not discriminate on the basis of race, color, and national origin, sex, disability, or age in its programs and activities. Inquiries related to district programs may be directed to the Title IX Coordinator, 704 East Highway 72, Fredericktown, MO 63645. Telephone Number: 573-783-2570. Please send or return all completed forms to the same address.