

Parent/Guardian: Please complete this form and present it to the parent coordinator or family access manager at your school in order to create a NYC Schools account. Your school will complete all shaded sections.

Please complete all non-shaded sections.

<b>S T U D E N T</b>	SCHOOL			N.Y.C. STUDENT ID NUMBER								
	LAST NAME			FIRST NAME			MIDDLE NAME					

Parent/Guardian requesting an account:

<b>A D U L T</b>	LAST NAME			FIRST NAME			AUTHORIZATION		RELATIONSHIP TO STUDENT		
	EMAIL ADDRESS* (this will be your user ID for your NYC Schools account)						DOES THE STUDENT RESIDE WITH YOU?				
							<input type="checkbox"/> YES <input type="checkbox"/> NO				
PROOF OF IDENTIFICATION PROVIDED (School completes when identification is presented by the adult)						ADDITIONAL NOTES:					
<input type="checkbox"/> Driver License, Permit, State ID <input type="checkbox"/> Passport <input type="checkbox"/> IDNYC <input type="checkbox"/> Other document _____											

ADDITIONAL STUDENTS (OPTIONAL)

Complete the following section if you have additional students attending a NYC public school to add to your NYC Schools account. Schools can use the ATS Student Search (SBIO) function to look-up the NYC student ID number if it is unknown or incorrect.

<b>S I B L I N G S</b>	SIBLING LAST NAME	SIBLING FIRST NAME	GENDER	DATE OF BIRTH (DD/MM/YYYY)	NYC STUDENT ID #	DISTRICT/SCHOOL	

SIGNATURE OF PARENT OR GUARDIAN	DATE

PROCESSED BY	DATE
Provide parent or guardian with temporary password on FAM Account Receipt. File this form for your records.	



Learn more by visiting:  
<http://schools.nyc.gov/nycschools>