



Dear Parent/Guardian:

Because access to your student's information in Parent Portal is personal and confidential, it is necessary to require documentation of all requests for PIN slip information provided to parents/guardians. When following the procedure to change the password for your student, you are the only individual that has this access. The password you assign is encrypted in the system and cannot be viewed by any other individual. If the password you assign is lost or misplaced, the only option is to reset your students' account and have you begin again with the login procedure. When set up successfully, this information will be used as long as your child is a student in a Blount County School.

If your PIN slip information is lost, you will be required to fill out, sign and submit this request form to your school or to the Blount County Board of Education, Attn: Gary Noles. Upon verification of your request and required "reset" procedures, new information will be provided to you. Please allow up to 5 school days for this process to be completed.

Please do not call or go in person to request this information from your student's school. It is necessary to follow this procedure to maintain the integrity of the security of this process. Because this username and password provides secure access to your student's school information, this completed and signed document will be maintained in your student's file at school upon completion.

PIN Slip Request Form

Parent/Guardian Name: _____

Student's Name: _____

(If you have more than one student, you may list all student names and access will be set up with one login to view all students listed).

School: _____ Date: _____

I am requesting a PIN slip for student(s) listed above to access the INOW Parent Portal to view grades, attendance and discipline maintained at my student's school for my child. Upon verification of my request, new PIN slip information will be provided to me.

Parent/Guardian Signature

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