

SIMS PARENT – Access Request Form



SIMS Parent is available to parents and carers with children at The City of Leicester College.

SIMS Parent will give you access to information on your child(s) timetable, daily attendance, behaviour, assessment and on college events.

Please note that only parents and carers with Parental Responsibility in SIMS will be eligible for access to **SIMS Parent**.

This form must be filled in and signed before we can set you up for **SIMS Parent**.

STUDENT DETAILS: Please enter in details for all children you have currently attending the college:

Student Name	Registration Group	Date of Birth

ADMIN ONLY

ST

Parent/Carer Details – MUST HAVE A VALID EMAIL ADDRESS

Name:		PR
Relationship to student:		RE
Home/Mobile phone number:		PH
e-mail address:		EM

Please Read:

Information made available through SIMS Parent is confidential and protected by law under the Data Protection Act 1998. To that aim:

Users must not distribute or disclose any information obtained from the SIMS Parent to any person(s) with the exception of the pupil to which the information relates to or other adults with parental responsibility.

Users should not attempt to access SIMS Parent in any environment where the security of the

information contained in SIMS Parent may be placed at risk eg: a cybercafé Users should log out of SIMS Parent when not in use.

TCOLC reserves the right to revoke or deny access to SIMS Parent of any individual under the following circumstances:

The validity of parental responsibility is questioned.

Court ruling preventing access to child or family members is issued.

If any child protection concerns are raised or disputes occur, the college will revoke access for all parties concerned pending investigation.

Users of SIMS Parent must immediately advise the college should they view any information not relating to their own children.

Please sign and date below:

____/____/____

SI