Andrews Academy has made the following student information available on the academy web: 
*address, class schedule, attendance, semester grade reports, student account & payment by credit card, etc.*

You must have an account login and a password to access your student’s records. Student logins will be generated automatically and will be different from the parent’s/guardian’s. Application for the parent/guardian account must be made to the academy office on the form attached. Login names from last year are still valid, if you had a student enrolled previously.

Parents/guardians who already have an Andrews University e-mail account may use that same login for accessing the academy’s Student Records Web Page information once he/she authorizes the login to be validated for use on the Student Records Web Page (see below).

The web address is as follows: academy.andrews.edu or <www.andrews.edu/AA/>
Choose Student Resources on the main menu, then Student Web and provide the login name, etc.

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Please print the following information:

Parent’s Name ________________________________ ID# ________________
(for those with AU e-mail)

Academy Student’s Name(s) __________________________ ID# ________________

Telephone (Home) ___________ (Work) ________________ Date ________________

Suggested Login Name ____________________________ (AU e-mail login name if you have one-- skip the Password line)

Temporary Password ____________________________ (you will change this on your first access, **DO NOT** give one if you already have Andrews University e-mail)

E-mail address _____________________________________________

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*I understand that the Student Records Web Page display is an “in process report” and is not an official record of this student's account, attendance, or grades. Since this format is not appropriate for all subjects, not all current quarter progress reports are available online. Grades will be posted online as is feasible for each teacher and will be as current as time permits.*

Parent’s/Guardian’s Signature ____________________________ Date ________________

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For Office Use Only: 
Date Approved ________________ Notice Sent ________________

Revised July 15, 2009
web account application-parent.