

New Richmond

Exempted Village School District

212 Market Street, New Richmond Ohio 45157



## STUDENT EMAIL ACCOUNT REQUEST FORM

Student's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Request:  Add a new user  Modify existing user  Delete a user

Modify & Delete Requests Only, Login Username: \_\_\_\_\_

District: New Richmond School/Building: \_\_\_\_\_

Account Type: Teacher Staff Admin Student: grade level \_\_\_\_\_

For **student** account, please specify reason for the account: \_\_\_\_\_

By my signature, I accept the policies and procedures of the Hamilton/Clermont Cooperative Association of Boards of Education.

Last four digits of Student ID Number are required to receive your password.

Last four digits of Student ID 

--	--	--	--

\_\_\_\_\_  
Signature of Requestor

---

**DO NOT WRITE BELOW THIS LINE – FOR DEPARTMENT USE ONLY**

---

### TECHNOLOGY DEPARTMENT USE ONLY

User Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ System: **www.nrschools.org**