

## APPLICATION FOR ACCESS

FOR USE WHEN HAND-DELIVERING FORM WITH PARENT PHOTO ID | Page 1 of 2



## INSTRUCTIONS

Please complete all fields. Incomplete or illegible applications will not be processed. Parents/Legal Custodians must deliver this form to the student's school and present a photo ID. Once the form has been accepted and processed, the parent/legal custodian will receive information containing activation instructions for the new Parent Portal account. Follow the instructions provided to start using the account. Parents/Legal Custodians with multiple students in WCPSS must submit one form per student to the appropriate school(s).

Si necesita servicios  
de traducción  
gratuitos para  
comprender los  
procesos escolares,  
llame al  
(919) 852-3303

إذا كنت بحاجة إلى  
خدمات الترجمة  
المجانية للتعرف  
على سير العمليات  
بالمدرسة، اتصل  
بالرقم  
(919) 852-3303

Si vous avez  
besoin de services  
de traduction  
gratuits pour  
comprendre les  
procédures  
scolaires, appelez  
le (919) 852-3303

यदि आपको  
विद्यालय की  
प्रक्रियाओं को  
समझने के लिए  
निःशुल्क अनुवाद  
सेवाए चाहिए, तो  
(919) 852-3303  
पर कॉल करें

학교/교육  
과정에 관한  
무료 번역  
서비스가  
필요하시면 다음  
번호로 연락하여  
주십시오  
(919) 852-3303

Nếu quý vị cần  
sự thông dịch  
miễn phí để hiểu  
phương pháp  
trường học, xin  
vui lòng gọi số  
điện thoại  
(919) 852-3303

如果您需要  
免费翻译服  
务来了解学  
校流程, 请  
致电  
(919) 852-3303

## PARENT/LEGAL CUSTODIAN INFORMATION

Parent's/Legal Custodian's First Name

Parent's/Legal Custodian's Middle Initial

Parent's/Legal Custodian's Last Name

Relationship to Student

Home Phone Number  
( ) -Work Phone Number  
( ) -

Street Address

Apartment or Suite Number

City

State

Zip Code

E-mail Address

## STUDENT INFORMATION

Student's First Name

Student's Middle Name

Student's Last Name

Date of Birth (mm/dd/yyyy)

Age

Grade

Student ID Number

Home Phone Number  
( ) -

Street Address

Apartment or Suite Number

City

State

Zip Code

Are there any legal restraints prohibiting a parent/legal custodian from having access to this student's data?

☐ Yes ☐ No If yes, please attach a copy of the court order.

CONTINUED ON NEXT PAGE &gt;

# APPLICATION FOR ACCESS

FOR USE WHEN HAND-DELIVERING FORM WITH PARENT PHOTO ID | Page 2 of 2



## PARENT/LEGAL CUSTODIAN AFFIDAVIT

I verify that I am the parent/legal custodian of the student named above. I understand that the Wake County Public School System reserves the right to grant or deny access to the Parent Portal in accordance with the U.S. Family Education Rights and Privacy Act (FERPA). I also certify that I will advise my student's school of any issues resulting in a need for change of access to student records. I agree to keep my password and the data contained within the Parent Portal confidential. I also agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise. Failure to abide by the terms of this agreement will result in the termination of my account.

Parent/Legal Custodian Signature

Date (mm/dd/yyyy)

## OFFICE USE ONLY

Photo ID checked by:

Name and address matches form: Yes ☐ No ☐Approved ☐ Denied ☐

Provide reason if application is denied:

Student access number sent by:

Date sent (mm/dd/yyyy)

## APPLICATION FOR ACCESS



FOR USE WITH NOTARY SIGNATURE | Page 1 of 2

## INSTRUCTIONS

Please complete all fields. Incomplete or illegible applications will not be processed. Completed forms should be signed in the presence of a Notary Public and returned to your student's school. Once the form has been accepted and processed, the parent/legal custodian will receive an email within 10 school days containing activation instructions for the new Parent Portal account. Simply follow the instructions in the email to start using the account. Parents/Legal Custodians with multiple students in WCPSS must submit one form per student to the appropriate school(s).

Si necesita servicios  
de traducción  
gratuitos para  
comprender los  
procesos escolares,  
llame al  
(919) 852-3303

إذا كنت بحاجة إلى  
خدمات الترجمة  
المجانية للتعرف  
على سير العمليات  
بالمدرسة، اتصل  
بالرقم  
(919) 852-3303

Si vous avez  
besoin de services  
de traduction  
gratuits pour  
comprendre les  
procédures  
scolaires, appelez  
le (919) 852-3303

यदि आपको  
विद्यालय की  
प्रक्रियाओं को  
समझने के लिए  
निःशुल्क अनुवाद  
सेवाएं चाहिए, तो  
(919) 852-3303  
पर कॉल करें

학교/교육  
과정에 관한  
무료 번역  
서비스가  
필요하시면 다음  
번호로 연락하여  
주십시오  
(919) 852-3303

Nếu quý vị cần  
sự thông dịch  
miễn phí để hiểu  
phương pháp  
trường học, xin  
vui lòng gọi số  
điện thoại  
(919) 852-3303

如果您需要  
免费翻译服  
务来了解学  
校流程，请  
致电  
(919) 852-3303

## PARENT/GUARDIAN INFORMATION

Parent's/Legal Custodian's First Name

Parent's/Legal Custodian's Middle Initial

Parent's/Legal Custodian's Last Name

Relationship to Student

Home Phone Number

( ) -

Work Phone Number

( ) -

Street Address

Apartment or Suite Number

City

State

Zip Code

E-mail Address

## STUDENT INFORMATION

Student's First Name

Student's Middle Name

Student's Last Name

Date of Birth (mm/dd/yyyy)

Grade

Student ID Number

Home Phone Number

( ) -

Street Address

Apartment or Suite Number

City

State

Zip Code

Are there any legal restraints prohibiting a parent/guardian from having access to this student's data?

☐ Yes☐ No

If yes, please attach a copy of the courtorder.

CONTINUED ON NEXT PAGE &gt;

# APPLICATION FOR ACCESS

FOR USE WITH NOTARY SIGNATURE | Page 2 of 2



## PARENT/LEGAL CUSTODIAN AFFIDAVIT

I verify that I am the parent/legal custodian of the student named above. I understand that the Wake County Public School System reserves the right to grant or deny access to the Parent Portal in accordance with the U.S. Family Education Rights and Privacy Act (FERPA). I also certify that I will advise my student's school of any issues resulting in a need for change of access to student records. I agree to keep my password and the data contained within the Parent Portal confidential. I also agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise. Failure to abide by the terms of this agreement will result in the termination of my account.

Parent/Legal Custodian Signature

Date (mm/dd/yyyy)

## FOR NOTARY USE ONLY

State of North Carolina, County of: \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public for said County and State, do hereby certify

that \_\_\_\_\_

personally appeared before me and acknowledged the due execution of the foregoing instrument.

Witnessed my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

OFFICIAL SEAL

## OFFICE USE ONLY

Approved ☐ Denied ☐

Provide reason if application is denied:

Student access number sent by:

Date sent (mm/dd/yyyy)