

# HOME BASE/POWERSCHOOL PARENT PORTAL APPLICATION FOR ACCESS

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



**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM

## INSTRUCTIONS

Please complete all fields. Incomplete or illegible applications will not be processed. Parents/guardians must deliver this form to the student's school and present a photo ID. Once the form has been accepted and processed, the parent/guardian will receive information containing activation instructions for the new Parent Portal account. Follow the instructions provided to start using the account. **Parents 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 सेवाएँ 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 First Name        |  | Parent's Middle Initial |                            | Parent's Last Name        |  |
| Relationship to Student    |  |                         |                            |                           |  |
| Home Phone Number<br>( ) - |  |                         | Work Phone Number<br>( ) - |                           |  |
| 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<br>( ) - |                           |  |
| 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 court order.**

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## PARENT AFFIDAVIT

I verify that I am the parent/guardian 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/Guardian 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)