



PARENT APPLICATION FOR ACCESS TO STUDENT/PARENT ACCESS NETWORK (SPAN)

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 an email within 10 school days containing activation instructions for the new SPAN account. Simply follow the instructions in the email to start using the account. Parents with multiple students in WCPSS high schools must submit one form per student to the appropriate school(s).

PARENT/GUARDIAN INFORMATION

First Name Middle Initial Last Name

Relationship to Student

Home Phone Work Phone

Street Address

City State Zip Code

Email Address

STUDENT INFORMATION

First Name Middle Initial Last Name

NCWise ID Number

Grade Level Date of Birth

Street Address

City State Zip Code Home Phone

**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 court order.**

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 SPAN system 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 SPAN system 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**

**DO NOT WRITE BELOW THIS LINE**

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**For Office Use Only:**

Photo ID Checked By: \_\_\_\_\_

Date Account Created: \_\_\_\_\_

Name/Address Matches Form:    Yes    No

Username: \_\_\_\_\_

(Circle one)

Created By: \_\_\_\_\_

Approved

Denied: Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_