



# Home Base Parent Portal: Application for Access

Please complete all fields on this form and either mail or hand-deliver both pages to your child’s school. Incomplete or illegible applications will not be processed. Once the completed form has been received and verified, the school will provide the parent/guardian with a letter containing an access ID and password. The letter will also include instructions for setting up the Parent Portal account and adding your child to the account.

If you plan to mail this form to the school, the form **MUST** be notarized. If you plan to deliver this form to the school, the form does not need to be notarized, but you will be asked to provide a photo ID to appropriate staff at the school.

Parents with multiple students in the Randolph County School System must submit one form per student to the appropriate school.

<b>PARENT INFORMATION</b>		
First Name:	Middle Initial:	Last Name:
Relationship to Student:		
Home Phone:	Cell Phone:	
Address:		
City:	State:	Zip:
Email:		
<b>STUDENT INFORMATION</b>		
First Name:	Middle Initial:	Last Name:
Student Number:		
Grade Level:	Date of Birth:	Home Phone:
Address:		
City:	State:	Zip:
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.		
<p>I verify that I am the parent/guardian of the student named above. I also verify that there are currently no legal restraints that would prohibit my access to the student’s data and agree to advise my student’s school of any need for a change of access to the student records. I understand that the Randolph County School System reserves the right, in its sole discretion, to grant or deny access to the Parent Portal, in accordance with the U.S. Family Education Rights and Privacy Act (FERPA). I also understand that the data contained within the Parent Portal (the “Data”) includes student records protected by FERPA, and I agree to keep the Data strictly confidential. I also agree to keep my Parent Portal password confidential and will not share it with anyone. I will 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. I understand that failure to abide by the terms of this Agreement will result in the termination of my Parent Portal account.</p> <p style="text-align: center;">Parent/Guardian Signature: _____ Date: _____</p>		

For Notary Public Use Only

State of \_\_\_\_\_, County of \_\_\_\_\_,

I, \_\_\_\_\_, a Notary Public for said county and state, do hereby certify that

\_\_\_\_\_ personally appeared before me and acknowledge the due exchange of the forgoing instrument.

Witness my hand, and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

\_\_\_\_\_  
(Notary Public) *Official Seal*

DO NOT WRITE BELOW THIS LINE

For School Office Use Only

Approved:

Date access number sent:

Denied:  Reason:

Access number sent by:

Access code sent via: Hand delivered to parent  Standard mail