

Mecklenburg County Public Schools

Dear: Parent/Guardian;

As we move forward in the implementation of Parent Portal, the security and safety of our students is paramount. To ensure the security and safety of our students, we are using as many verification processes as possible, before releasing any student record information. The next phase of our verification process is to ensure the proper student(s) is(are) tied to the correct household. Although this information may appear to be repetitive, it is a necessary piece in the verification process.

When reviewing this information, we ask that you confirm that you are the legal parent/guardian of student(s) listed on the reverse side of this letter. Please indicate any incorrect information and include any additional students that may not be listed.

By signing this form, you are verifying that you have reviewed the information provided and that you are the legal parent/guardian. Please return this form to your youngest child's school.

***** FOR SECURITY PURPOSES, ACCESS TO PARENT PORTAL WILL ONLY BE PROVIDED UPON THE COMPLETION AND SUBMISSION OF THIS FORM. *****

Sincerely,



Paul C. Nichols
Division Superintendent

SEE REVERSE SIDE

Your Full Name: _____ Relation to Student: _____

Student Information

Current School	Student Id #	Student Name	DOB	Homeroom

Updated Student Information

Current School	Student Id #	Student Name	Student Date of Birth

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Parent/Guardian Signature: _____

Date: _____

***** Once the division has verified and updated the information provided, a sealed packet containing your username and password will be sent home with your youngest child within 2 – 3 business weeks*****