

**WICHITA PUBLIC SCHOOLS**  
**West High School**  
**PARENT ASSISTANT ACCESS REQUEST FORM**

**Instructions for completing this form:**

**A request form must be completed for each parent in the family requesting access to Parent Assistant.** A copy of this form will be given to you for your files and one copy maintained at the school. The form must be completely filled out before it can be processed. If you have questions regarding Parent Assistant or this access form, please contact your school.

I agree that I will only access my student's educational records for which I have a legitimate educational interest as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). I also acknowledge that it is my obligation to notify the school office staff immediately if I obtain access to student records for any student other than the student(s) listed below. I understand that my access will be terminated if it is determined that I unintentionally obtained access to any other student records and did not notify the school or if it is determined that I intentionally accessed records for any student other than the one(s) listed below.

I currently have Parent Assistant and my user name is: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
City, Zip

Day Phone \_\_\_\_\_ Parent Date of Birth \_\_\_\_\_ (month/day only)  
This will be used to establish a user name to access Parent Assistant.

Last 4 digits of Social Security No. \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**(The person who signed this form must present a photo ID to pick up the username and password for this request.)**

I am requesting access to Parent Assistant for my children listed below who are attending **WEST HIGH SCHOOL**:

Last Name	First Name	Middle Initial	Date of Birth Month/Day/Yr	Grade

**SCHOOL USE ONLY**

Date \_\_\_\_\_ School Year \_\_\_\_\_

Parent Access Username \_\_\_\_\_ Student ID No: \_\_\_\_\_

Student ID No: \_\_\_\_\_

User Password \_\_\_\_\_

Student ID No: \_\_\_\_\_