Vancouver Public Schools
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Online Account Request for Parent/Guardians

To sign up for VPS Parent Access and Skyward Family Access accounts, fill out the information below and bring it, in person, to your school's office. The secretary will verify your identity and provide you with your login information. New registrants will receive a verification email informing them their account is created and their Username. Already registered families will be able to access their account within a few days with the information supplied on the form.

Students' Full Legal Name

Last Name _____ First _____ Middle _____

Last Name _____ First _____ Middle _____

Parent's Full Legal Name

Last Name _____ First _____ Middle _____

Parent email address _____

Parent Signature_____

Password

Office Use Only

Building Name _____ Applicant's ID verified by _____

1) Check one of the boxes below, complete the *Online Account Authorization* **form** as directed and give it to the parent.
2) Obtain building Administrator's signature and date approved on this form.
3) Check the **Allow Family Access** box in SIS.
4) Verify/enter parent's e-mail address in SIS.
5) File original form in your Online Accounts for Parent/Guardians' folder.

❑ **New Registration** – Check this box if the parent/guardian name has not yet been entered in the SIS. Verify that the parent provided password contains only lower case letters and numbers.

❑ **Existing Student** – Check this box if the parent/guardian name is already in the system. Look up the parent Username\Login ID and Password and write them on the *Online Account Authorization* form. Also, write the Username in the space provided below.

Username\Login ID

Last			First		###	

Approved _____Date _____
(Building Principal or designee)

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