Print Form

VIRGINIA BEACH CITY PUBLIC SCHOOLS
AHEAD OF THE CURVE

Notarized Parent/Guardian Identity Verification Mail-In Form
SchoolNet Parent Portal

This form is to be used by parents/guardians who have successfully registered for access to the *SchoolNet Parent Portal*, but cannot participate in the in-person identification verification process that takes place at their children's schools. Virginia Beach City Public Schools does provide a process for parents to verify their identification to access the *SchoolNet Parent Portal* for those persons who live outside of the state, are deployed by the U.S. military, or who have other compelling reasons why they cannot appear in person as the verification process requires. This alternate process involves the following steps:

1. Complete the form below and have the form notarized by a Notary Public.
2. Mail (do not send an e-mail or FAX) the following documentation to the student's school of record. School addresses are available on the *SchoolNet Parent Portal Registration & Help p*age.
    a. This notarized form (original)
    b. A copy of a picture ID (driver's license, DMV-issued ID card, military ID or other state or federal picture documentation).
    c. A copy of the e-mail containing the PIN number you received after you successfully registered to access the *SchoolNet Parent Portal* at www.vbschools.com/schoolnet

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I am a person authorized to have access to the education records of the below listed student(s) and have submitted a copy of a picture identification to substantiate my identity.

_____
Print name of authorized person requesting access to the *SchoolNet Parent Portal*

_____
Street/Mailing Address City State Zip Code

_____ _____
Area Code + Telephone number E-mail address

_____ _____
Print name of student School of Attendance

_____ _____
Print name of student School of Attendance

_____
Signature of authorized person seeking ID verification to access the *SchoolNet Parent Portal*

NOTARIZATION

County/City of _____ Commonwealth/State of _____

The foregoing instrument was acknowledged before me this ____ day of _____ (month), _____ (year),

by _____.
(Name of parent/guardian)

Notary Public _____

My Commission No: _____ My Commission Expires: _____

4/09

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