

Parent Application for Access to Student/Parent Access Network (SPAN)

SPAN Description: SPAN is a database containing the academic records of all current WCPSS students. Read-only access allows parents/guardians to view their student’s individual record of grades, attendance, course selections, teacher recommendations and other information as it is updated by the school. Password protected access to SPAN may be requested by following the steps below.

- Requirements:** SPAN applicant must be the student’s custodial parent or legal guardian.
 SPAN application must be signed in the presence of an Enloe staff person or a notary public.
 SPAN applicant must have an active email address listed on the application.
 Each custodial parent or legal guardian must submit a separate SPAN form for each student.

Instructions: Please complete all fields. Incomplete or illegible applications will not be processed.
 There are two options for submitting this completed form to Enloe:

- 1. Applicant may deliver this completed form to Enloe* in person, present a **photo ID and sign**.
OR
- 2. Applicant may sign this completed form in the presence of a Notary Public and then deliver the **notarized** form to Enloe* or send the form with the student.

* **PLEASE RETURN COMPLETED FORMS TO ENLOE’S MAIN OFFICE ONLY.**

Once the form has been accepted and processed, the parent/guardian will receive an email within 10 school days containing activation instructions for the new SPAN account. Simply follow the instructions in the email to start using the account. Parents with multiple students in WCPSS high schools must submit one form per student to the appropriate school(s).

PARENT/GUARDIAN INFORMATION (Please print clearly.)

First Name	Middle Initial	Last Name
Relationship to Student		
Home Phone	Work Phone	
Street Address		
City	State	Zip Code
Email Address - Required		

STUDENT INFORMATION (Please print clearly.)

First Name	Middle Initial	Last Name	
NCWise ID Number			
Grade Level	Date of Birth		
Street Address (If different from above.)			
City	State	Zip Code	Home Phone

