



APPLICATION FOR PARENT ACCESS  
TO PERFORMANCE MATTERS

**\*\*\*ONLY PARENTS WITH NEW STUDENTS TO WCPS & THOSE WHO HAVE NEVER HAD AN ACCOUNT NEED TO COMPLETE THIS FORM. PARENTS WITH EXISTING ACCOUNTS DO NOT NEED TO COMPLETE THIS FORM EACH YEAR.\*\*\***

Washington County Public Schools have entered into a partnership with Performance Matters, Inc. to create a student data management system that is used to monitor student performance in a variety of ways. Parents have the option to have access to this secure, web-based, and password-protected system so that they can monitor the performance of their child on various measures of student progress.

**Instructions:** Please complete all fields. Incomplete or illegible applications will not be processed. Completed forms should be returned to your student's school. Once the form has been accepted and processed, the parent/guardian will receive a letter or email containing activation instructions for the Performance Matters account. Simply follow the instructions in the letter or email to start using the account. Parents with multiple students in WCPS schools must submit one form per student to the appropriate school(s).

**PARENT/GUARDIAN INFORMATION**

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
Relationship to Student                      Home Phone                      Work Phone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Email Address

**STUDENT INFORMATION**

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
Grade Level                      Date of Birth                      Home Phone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

(Complete and sign the top portion of the back page)

I hereby certify under the penalty of perjury that there are no legal restraints prohibiting me from having access to this student's data.

I verify that I am the parent/guardian of the student named above. I understand that the Washington County Public School system reserves the right to grant or deny access to the Performance Matters system. I also certify that I will advise my student's school of any issues resulting in a need for change of access to student records. I agree to keep my password and the data contained within the Performance Matters system confidential. I also agree that I shall make no attempt to alter or destroy data and will report to the school administration any attempts to do so or any security concerns that may arise. Failure to abide by the terms of this agreement will result in the termination of the account.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**PRINCIPAL CERTIFICATION**

I have reviewed this document and certify that based upon the information provided to me, the parent/guardian named above has the legal right to access data contained in the Performance Matters system for the student named above.

\_\_\_\_\_  
Principal/Designee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Note:** Should technical problems occur when attempting to access the account or the password forgotten, please contact the WCPS Instructional Technology Help Desk at (301)766-8911.

**DO NOT WRITE BELOW THIS LINE**

**For Office Use Only:**

**Approved by:** \_\_\_\_\_

**Denied: Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Account Created** \_\_\_\_/\_\_\_\_/\_\_\_\_

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Student ID #** \_\_\_\_\_

**Created by** \_\_\_\_\_