



**Georgia Department of Juvenile Justice School District**

**Department of Juvenile Justice School District  
Parent Portal Account Activation Request**

*(To be used when the parent cannot apply for an activation code in person)*

I am requesting a login to the Department of Juvenile Justice School District (DJJSD) Parent Portal. By signing this activation request, I am agreeing to the following:

- I have read and agree to abide by the Electronic Web Access Agreement. I understand that if I violate any term of this policy, I may lose my privilege to use the Parent Portal and may be liable for civil and/or criminal consequences.
- I understand that DJJSD is not responsible for any damages to my computer/electronic device or software as a result of accessing the Parent Portal.
- I understand that DJJSD is not guaranteeing successful connection to this service.
- By signing this agreement, I release the DJJSD from any and all liability for damages arising from the unauthorized access to my parent/guardian account.

Parent/Legal Guardian's name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Notice:** *Parent/Legal Guardian is encouraged to provide a valid email address to receive the Parent Portal Account Activation Code. If a valid email address is not provided, the Parent Portal Account Activation Code will be mailed to the Parent/Guardian's address provided above.*

List the names of all of your children currently enrolled in DJJSD for whom you're requesting Parent Portal Access.

Child's First Name	Child's Last Name	Child's Date of Birth	GA Preparatory Academy School Child Attends

Form must be submitted by mail to DJJSD Central Office at:

**Georgia Department of Juvenile Justice  
Office of Education  
3408 Covington Highway  
Decatur, GA 30032**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Commission Expires

\_\_\_\_\_  
Central Office Personnel's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position