

WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

52 West Main Street, Washingtonville, New York 10992



ROY REESE, *Superintendent of Schools*
MICHAEL COGLIANO ED.D., *Assistant Superintendent for Pupil Personnel Services*
PAUL NIENSTADT, *Assistant Superintendent for Operations and Safety*
MAUREEN PETERSON, *Director of Personnel and Staff Development*
BARBARA QUINN, *Assistant Superintendent for Curriculum and Instruction*
LORINE VAN PUT-LAMERAND, *Assistant Superintendent for Business*

Phone: (845) 497-4000
Fax: (845) 497-4030
Website: <http://www.ws.k12.ny.us>

August 28, 2018

Dear Parent or Guardian,

The Washingtonville Central School District is excited to offer families of students a new program for accessing school information. This program is known as the Schooltool Parent Portal. Parents/Guardians will be able to securely access their child's information via the Internet. Viewable information includes the following: emergency contacts, attendance, report card grades, discipline, and grades 3-8 State and MAP assessment results.

To participate in this program, please complete the information below. **Return in person** the bottom portion of this form to the guidance office at the Middle School or High School or the main office at the elementary school along with proper identification. Once the form below has been received and the information verified, you will receive an electronic communication via email with instructions on how to access your portal account within the Schooltool Parent Portal. If you have any questions about this program, please contact the Guidance Office for Middle and High School students or the main office for elementary students. If you have questions after you have received your electronic communication from the District, please direct them via email to the guidance office for middle & high schools or main office for elementary schools. Please note that this process only needs to be completed once, not every year, and only one form will cover all children in your family. The only time a new form needs to be completed and submitted is if your email address changes.

Thank You,

Joe Catania

Director of Data and Technology

NOTE: by signing the form below, you agree to the Parent/Guardian User Guidelines and Agreement on the reverse side of this letter.

Cut Here



Return this portion to the school's guidance office or main office along with proper identification. Please retain the top portion and reverse side for your records.

Name of Parent or Guardian: _____ Date: _____

Name(s) of Child(ren): _____

Parent's Exact Email Address to be used: _____

Signature of Parent or Guardian (**Required**) _____

WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

Parent/Guardian User Guidelines and Agreement for the SchoolTool Parent Portal

The Washingtonville Central School District's SchoolTool Parent Portal is a free service offered to all parents, and legal guardians of students actively enrolled in one or more of the District's five schools. It is a protected Internet site that allows the viewing of their student's school information. This access intends to enhance communication and dialog between school and home.

Access to SchoolTool Parent Portal is a privilege. The accuracy of information contained within the system is a joint responsibility between schools and parents/guardians. If inaccurate information is noticed, it is expected that parents/guardians will notify the school immediately.

Parents/guardians are required to adhere to the following guidelines:

- Parents/guardians will act in a responsible, ethical, and legal manner.
- Parents/guardians will not attempt to harm or alter data, networks, or systems.
- Parents/guardians will not attempt to access another's account or use the system in any way that may be illegal or in violation of Federal and State privacy laws.
- Parents/guardians are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
- Parents/guardians will not set their computer to automatically login to the site.
- Parents/guardians are expected to report security issues or questions as well as any inaccurate information immediately to their student's school.

SchoolTool Parent Portal accounts are managed in cooperation with parents/guardians and the schools. Their accounts are based upon the email address listed on the reverse side. If an email address of a parent or guardian changes, the form on the reverse needs to be resubmitted. This must be done at school in person and include showing proper identification. In general, accounts may take up to ten (10) business days to be completed. Parents/guardians will be notified via email. If you have questions after you have received your electronic communication from the District, please direct them via email to the guidance office for middle & high schools or main office for elementary schools.

Thank You!