

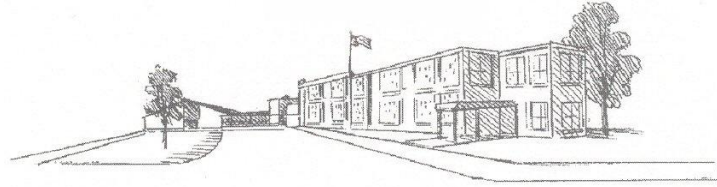
Hartford Central School

PO Box 79

Hartford, New York 12838

518-632-5222

www.hartfordcsd.org



"Hartford Central School, a community of educators, students, parents, and friends, dedicates itself to developing citizens who are productive and compassionate, and who, through their creativity and responsibility, will be assets to the greater community."

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October 2013

To the Parents and Guardians of Students in Grades 6-12:

The Hartford Central School District is always searching for ways to increase our communication efforts and to provide families with information to help their student(s) reach their full academic potential. One way we are looking to accomplish this goal is through our SchoolTool Parent Portal. SchoolTool is the District's student management system that tracks our students' grades, attendance, schedule, and demographic information. Opening the Parent Portal section within this database will allow parents and guardians the opportunity to access and view this information.

Included with this letter is an application form which, when completed and returned, will allow you to access the Parent Portal when it becomes available.

If you have any questions regarding the Parent Portal, I would encourage you to contact Mrs. Shaw in Guidance Office who is serving as our Parent Portal Coordinator.

Andrew Cook
Superintendent
Hartford Central School District

Hartford Central School District
SchoolTool Parent Portal Access Request Form

The Hartford Central School District is pleased to offer our parents and guardians with the opportunity to access their student(s) records through the SchoolTool Parent Portal. In order to protect the privacy and confidentiality of our students' records, all parents and/or guardians who would like to gain access to the portal are required to complete this form and return it in person to the Guidance Office. For security purposes, a photo ID is required when returning this form.

Parents/Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:

- Parents/Guardians will access data solely in regard to their child(ren).
- Parents/Guardians will not access any account assigned to another user.
- Please do not share your password with anyone, including your children.
- Please do not allow your computer to "remember" your Parent Portal password.

Parent/Guardian Name
(One per form): _____

Parent/Guardian
Home Address: _____

Parent/Guardian Email Address (Required): _____
Only one email per application. Your email address will be your user name.

Please list all children who are/will be enrolled within the Hartford Central School District	Your relationship to the Student	Reside with the Student? (Yes or No)	Grade

You only need to complete this form once. New Children will automatically be entered.

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.

Signed: _____ Date: _____

Important: Once the information on this form is received and processed, you will receive notification via email that your SchoolTool Parent Portal account has been created. The email will also contain instructions to complete the registration process.

For Office Use Only
Date Received: _____ ID Verified: by Whom? _____
 Account Created Date: _____ By: _____