Instructions for completing the SchoolTool Parent Portal Registration form.

1. Parents/guardians will need to complete the fillable PDF version of the Parent/Guardian Registration form.
   a. Save the file as follows: last name-first name (ie: smith-john.pdf).
   b. Open the document on your computer.
   c. Fill in all of the information (please list all children currently enrolled in the Washingtonville Central School District on one form).
   d. Each parent must complete their own form with their own email address.
   e. Parent/Guardian must **DIGITALLY SIGN** the document. Once you click on the box the document will walk you through the process.
   f. Save the document again.
2. Attach the following documents in an email to **parentportal@wcsdk12.org**
   a. The completed and signed Parent Portal Registration Form.
   b. A copy of your photo identification.
3. Once the verification process has been completed your account will be created and you will receive an email notification with a temporary password to access your account.

If you have any questions, please contact your child's guidance office at the middle or high school, or the main office for elementary schools. Please give your full name and the name(s) and grade(s) of your children. All requests must come from the email address that is registered to your name.

Please remember that there are NO family accounts and only the registered user has permission to access this account with this email address and password. Passwords should not be shared with anyone including family members.

PARENT/GUARDIAN - - REGISTRATION FORM FOR PARENT PORTAL

Portal Agreement for Viewing Student Information Using the Washingtonville Central School District SchoolTool Portal

I am requesting access to my child/children's information through the Washingtonville Central School District SchoolTool Portal. I have read the Washingtonville Central School District User Guidelines for the SchoolTool Portal and agree to abide by these guidelines. I understand that for security purposes, the District reserves the right to change user passwords or deny parent/guardian/student access at any time. By signing this agreement, I, as the parent/guardian, release the Washingtonville Central School District from any and all liability for damages arising out of the unauthorized access to my parent/guardian account.

I agree that I will not share my password or allow anyone other than myself to use the account. I understand that three unsuccessful logins will disable my account. If my account becomes locked, I may email the District's SchoolTool Portal Support at **parentportal@wcsdk12.org** and request that the account be unlocked. Verification of identity with personal information will be required to unlock my account. I understand that it may take up to 5 school days to have my account unlocked. I understand that the District is not responsible for assisting with technical difficulties on my home or work computer.

Please list the names of your child/children currently enrolled in the Washingtonville Central School District. The information given on this form must match the enrollment information on file. This information will be used for verification purposes only and will not be used to update the information on file.

Please complete, sign, and return this form to parentportal@wcsdk12.org . If you are a non-custodial parent/legal guardian living out of the district, please contact the SchoolTool Portal Support at **parentportal@wcsdk12.org** for assistance**.**

Email: (One letter/number per box). **Please print legibly and clearly designate NUMBERS.**

By allowing your email to be put into SchoolTool, you are allowing the school's staff to communicate with you directly by email.

I,_____ authorize my email to be used.
      Parent/Guardian Name   **(Please PRINT)**

Signature: _____*Date*: _____

Student/s Information: **(Please PRINT)**

ID #	First name	MI	Last Name	School	Grade
_____	_____	___	_____	_____	_____
_____	_____	___	_____	_____	_____
_____	_____	___	_____	_____	_____
_____	_____	___	_____	_____	_____