



# WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

## 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](mailto: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.

