

Administrative Offices
605 Palmer Street
(315) 894-5083 Superintendent
(315) 895-7781 Business Office
(315) 895-7011 Fax



**Frankfort-Schuyler
Central School District
Frankfort, NY 13340**

Middle-Senior High School
605 Palmer Street
(315) 895-7461 Principal
(315) 895-4032 Fax
(315) 895-7733 Special Education

Frankfort-Schuyler Elementary School
610 Reese Road
(315) 895-7491 Principal
(315) 895-4102 Fax

REQUEST FOR PERMISSION TO ACCESS SCHOOL TOOLS PARENT PORTAL

My name is (please print) _____

I am a parent/guardian/person in parental relation of a student in the _____

School, namely:

If more than one student, check here _____ and list all.

| Student's First Name | Student's Last Name | Address | Student's Date of Birth |
|----------------------|---------------------|---------|-------------------------|
| | | | |
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I request that the District provide me with a login/password that will allow me to access information about my student's school performance, which could include classes, teacher, names, attendance, grades, discipline and other information housed in the District's Student Management Database. I understand that this information is stored in a database called School Tools, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a login/password, I agree to the following Terms of Network Access:

Please initial each item to acknowledge it, and sign at the end.

_____ I will maintain a valid e-mail address that the District may use to send me the pertinent information concerning my Parent Portal Account. My present e-mail address for this purpose is:

_____ I will only attempt to view information about the student(s) listed above. I will not attempt to "hack," manipulate, or otherwise try to evade the security measures to access information regarding any other person.

_____ I will not intentionally transfer to the School Tools system any virus, Trojan horse, or other malicious computer code.

_____ If granted the ability (at a future time) to enter data into my child's record, I will only enter accurate information.

_____ I understand that the District's use of the School Tools software is supported by technical assistance from the Mohawk Regional Information Center, Mindex, and possible other consultants, and employees of these entities. They are instructed to keep confidential any personally-identifiable information, including educational records, they may see in the performance of their duties. I consent to the disclosure of information about me or the student(s) listed above under these circumstances.

_____ I understand that the District's use of the School Tools database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.

_____ I understand that the School Tools database may record and maintain information about when and how I use School Tools through the Parent Portal, and that this information is the property of the District and subject to review by the district.

_____ I agree that I will not disclose my login password to any other person, not even other people in my family or household. I accept responsibility for all actions that are performed by anyone gaining access to the School Tools database using the login password assigned to me.

_____ I understand that the District retains the discretion to block my access to School Tools whenever it has reasonable suspicion to believe that I have violated one of the foregoing Terms of accessing School Tools and other Network resources.

Parent/Guardian/Person in Parental Relation

(Print Full Name) _____ Date: _____

(Sign Full Name) _____ Date: _____

For District Use Only:

Received By: _____ Date: _____

Processed By: _____ Date: _____

INSTRUCTIONS FOR USING FRANKFORT-SCHUYLER SCHOOL TOOLS **PARENT PORTAL**

- First log in, you will need three things:
 1. The address of the district website.
 2. Your full e-mail address
 3. Access to your email to receive your first password

Follow this process:

1. Go to the district website, www.frankfort-schuyler.org and click on the School Tool link, named Frankfort-Schuyler School Tool Parent Portal.
2. Type your full e-mail address in the Username Field.
3. Click on the Login button, and ignore the Password Field.
4. You now will be presented with a clickable "New User or Forgot Password" link. {This link will not be presented if your account has not been created by the district}.
5. Click the "New User or Forgot Password Button." You will be presented with a screen asking for your email address {again}.
6. **Enter your username to receive your password by e-mail.**
7. Click the submit button.
8. **If you have entered a valid e-mail address, an email message will be sent to you with your new password.**
9. **Retrieve new password from e-mail.**

Within moments you will be sent an e-mail message containing your new randomly generated School Tool password. You should open your e-mail and retrieve the message from School Tool @ schooltool.com and carefully write the password down. The password is quite cryptic and contains letters, numbers and symbols.

10. You now need to go back to the frankfort-schuyler.org home page and access the School Tool Parent Portal. Now key in your email address and the password sent to you.

Now would be a great time to change your password. We recommend creating a new password that has the following characteristics. To change the password, simply click on the [Account Sub Tab](#), enter the existing cryptic password, and then the new password twice. Click on the Change Password button to finalize the change.

1. Greater than or equal to 8 characters in length.
2. Combination of letters, numbers and symbols.
3. Include upper and lower case letters.
4. Use a password that can be remembered.

Once you have logged in for the first time and changed your password, you simply need to navigate back to the www.frankfort-schuyler.org home page and click on the Parent Portal link, and then enter your Username and Password and click on the log in button.

Once you are in the School Tools Application, you will be presented with the following tabs:

| | | |
|-----------------|---------------|----------------|
| Students | Campus | Account |
|-----------------|---------------|----------------|

● **Students:** A listing of all students that "belong" to you. You may have the right to click on a student's select button to see all of the student's details. Under the student's picture, address and building information are the following tabs that allow viewing of the student's contacts, schedule, attendance, grades and discipline.

| | | | | | |
|----------------|-----------------|-----------------|-------------------|---------------|-------------------|
| Student | Contacts | Schedule | Attendance | Grades | Discipline |
|----------------|-----------------|-----------------|-------------------|---------------|-------------------|

- Campus: You will see general campus information.
- Account: To Change Passwords.

If any student information, such as address, phone number, etc. needs updating, please notify the school office.

When it comes time to end the session, you may click logout in the module bar, or simply close the browser window.

Thank you and hopefully this new Parent Portal Option can help foster our ongoing communication so that all students can find success and become life long learners.