

Dear Families,

We hope you and your family are enjoying a wonderful summer. As we begin the 2026-2027 school year, we are pleased to share a new way that our Special Education Department will provide special education and Section 504 documents to families.

Beginning this school year, we will use the Frontline Collaboration Portal to securely share documents with parents and guardians electronically. The portal allows you to access documents online and, when applicable, electronically sign and submit them.

This transition will allow us to provide documents to families more quickly and securely, while also making them easier to access on a computer, tablet, or smartphone.

What to Expect

When a document is ready for your review, you will receive an email from Frontline Education. You do not need to create an account or download any special software.

- Click the blue "Open" button in the email from Frontline Education.
- Enter your child's secure access code: the first three letters of your child's last name (in ALL CAPS), followed by their date of birth (MMDDYYYY).
- Review the document and, when applicable, sign electronically and submit it through the portal.

You may also download and print a copy for your records. Please make sure that we have your current email address on file so that you receive notifications when documents are available.

Frequently Asked Questions

Will all documents now be sent electronically?

Moving forward, special education and Section 504 documents that were previously mailed will generally be provided through the Collaboration Portal. If you do not have access to email or the internet, please contact our office so that we can make alternate arrangements.

Can I save or print my child's documents?

Yes. You can download and print documents for your records at any time.

What if I need help?

We have included a Parent Quick Guide with step-by-step instructions. A short video tutorial and user guides in both English and Spanish are also available to assist families.

If you experience difficulty accessing a document or have any questions about this new process, please contact the Special Education Office at 631-513-3582. We are happy to assist you.

Thank you for your continued partnership and support. We look forward to working with you and your children throughout the school year.

Sincerely,

Stacie Gigante

Director of Special Education
Sayville Public Schools

Frontline Collaboration Portal

Parent Quick Guide

When the Special Education Office shares a document with you through Frontline, you will receive an email notification. **You do not need to create an account or download special software.**

◆ OPEN THE EMAIL

Look for an email from Frontline Education. Click the blue "Open" button in the email.

◆ ENTER THE ACCESS CODE

Enter the first three letters of your child's last name in ALL CAPS, followed by the child's date of birth (MMDDYYYY).

Example: SMITH, DOB 01/15/2012 → SMI01152012

◆ REVIEW THE DOCUMENT

The document will open in the Collaboration Portal. Review the document. If a signature is requested, follow the on-screen prompts to sign.

◆ SUBMIT, IF NEEDED

After completing any requested action, click "Submit." You may also download or print a copy for your records.

Helpful to Know

- The access code is case-sensitive.
- Frontline's secure access link is time-limited. If your link has expired, follow the on-screen option to resend the link.
- A short introductory video is available in the portal during the signing process.
- If you have difficulty accessing a document, please contact the Sayville Special Education Office at 631-513-3582.

Need More Help?

[Frontline Collaboration Portal User Guide - English](#)

[Frontline Collaboration Portal User Guide - Español](#)