



# Cornwall Central School District

Terry J. Dade  
*Superintendent of Schools*

Harvey Sotland  
*Assistant Superintendent for Business*

Megan M. Argenio  
*Assistant Superintendent for Instruction*

## **THIS FORM MUST BE RETURNED WITH PHOTO IDENTIFICATION**

Dear Parent / Guardian:

The Cornwall Central School District uses the Parent Portal of our SchoolTool Student Management Information System to Parents/Guardians, to keep parents updated. You will have access to view the following information for your child: emergency contact information, schedule, attendance, report card grades including progress reports, past assessment scores/past exam grades.

To create an account for viewing this information, please complete the bottom portion of this letter and either bring it to the main office of your child's school or return the form to school with a copy of your current photo ID with your child. Once the form is received at the school and processed, an account will be created. You will receive an email with your first SchoolTool password and instructions on how to access your portal account. Please note that this process only needs to be completed once, not every year. One form will cover all children in your family. SchoolTool is a secure internet site, however, parents/guardians are responsible for protecting their password.

If you have any questions or concerns, please contact the main office your child's building.

-----  
***Please keep top portion of this letter for your records.***

Parents/Guardians must provide valid picture identification. Accounts will not be created without proper identification.

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian **email address**: \_\_\_\_\_

### **PLEASE PRINT LEGIBLY**

Name of child(ren):

\_\_\_\_\_  
Child's name                      Grade/School

\_\_\_\_\_  
Child's name                      Grade/School

\_\_\_\_\_  
Child's name                      Grade/School

\_\_\_\_\_  
Child's name                      Grade/School

Signature of Parent/Guardian: \_\_\_\_\_

### **BUILDING VERIFICATION**

Type of Photo ID: \_\_\_\_\_ Date: \_\_\_\_\_

Date form received: \_\_\_\_\_

Photo ID received by: \_\_\_\_\_

Date account created: \_\_\_\_\_