



Cornwall Central School District

Neal Miller
Superintendent of Schools

Harvey Sotland
Assistant Superintendent for Business

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Assistant Superintendent for Instruction

THIS FORM MUST BE RETURNED WITH PHOTO IDENTIFICATION

Dear Parent / Guardian:

The Cornwall Central School District is introducing the Parent Portal of our SchoolTool Student Management Information System to Parents/Guardians. 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 and assignment 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: _____