

## SCHOOLTOOL PARENT/GUARDIAN PORTAL USE FORM

This request for Parent Portal Account form is to be used to request a Parent Portal account. Be assured this site is secure and only verified parents/guardians and authorized school personnel will be able to access your child's information. For Security purposes you **MUST** return this completed form to any Rondout School IN PERSON.

1.

	Student 1	Student 2	Student 3
School			
Last Name			
First Name			
Birthdate			
Grade			

2. Name of person submitting this form

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3. Daytime phone number

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4. Are there any custody issues or persons that should not have access to your child(ren)'s information? If so, list and explain:

**If the mother and father are in the same household, this one form can be used to request both accounts, BOTH PARENTS/GUARDIANS MUST SIGN THE FORM IF REQUESTING ACCOUNTS. Divorced or separated parents can submit separate requests.**

Please enter email address(es) – limit two

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**PARENT’S EXACT EMAIL ADDRESS IS TO BE USED AS SCHOOLTOOL USERNAME**

6. Please check one:

- I am registering for the first time
- Update my information in the Rondout Parent Portal
- Add another student to my existing Parent Portal account

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_

Please print parent(s)/Guardian(s) name(s)

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\_\_\_\_\_ and the Rondout Valley Central  
School District.

- Each parent, student, or person granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information he/she uses.
- Parent will access data solely in regard to their child.
- Parent will not make or permit unauthorized use of any information.
- Parent will not enter, change, delete or add data.
- All access by a user ID and password are the responsibility of the person to whom the user ID is assigned. The user’s ID and password must remain confidential and must not be shared with anyone else.
- Due to the sensitivity of the information available to parents through SchoolTool Parent Portal it is necessary for parents to sign this form agreeing to keep information confidential and to keep their password confidential.
- Parents will only be able to see information that pertains to their child(ren) and therefore agree not use anyone else’s password.
- It is the Parent’s responsibility to change his/her password immediately if they believe someone else has obtained it.
- In order to prevent unauthorized use, the user shall log off of SchoolTool when finished using it.

I/We understand that my/our access to the SchoolTool data and information systems is for the sole purpose of viewing and tracking my/our child(ren)'s records and progress. Breach of confidentiality, may result in suspension or revocation of access privileges and other penalties as authorized by Law. The Rondout Valley District reserves the right to terminate this agreement at any time if abuse is evident.

I have read the above and agree to comply with this agreement and the conditions herein outlined.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Please note there are three (3) pages to this document.

For Office Use Only

	Initials of Individual Verifying & Entering Data	Building	Date
Identification Verified			
Entered into SchoolTool			
Once Information is Entered Return completed form to IT			

Revised 10/15/09