



**New Hartford CSD**  
 33 Oxford Rd  
 New Hartford, NY 13413

# Parent Portal Access Form

Beginning with the 2016-2017 school year, the New Hartford Central School District will be implementing a new student management system, school**tool**. As with our former system, Infinite Campus, there is a “Parent Portal” that will allow you to access your Junior or Senior High student’s information. In order to establish your school**tool** account, please complete the form below and return it to the High School or Jr High School main office.

## Request for Permission to Access school**tool** Parent Portal (Jr. High and Sr. High Students only)

Parent/ Guardian First Name	Parent/Guardian Last Name	Parent/Guardian e-mail address

The individuals listed above are parent(s), guardian(s), or person(s) in parental relation, of a student or students in the New Hartford Central School District, attending the High School or Junior High school. Please list the Junior High or Senior High Students below:

Student First Name	Student Last Name	Student Date Of Birth	School (Circle One)
			Junior High or Senior High
			Junior High or Senior High
			Junior High or Senior High
			Junior High or Senior High
			Junior High or Senior High

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**tool** 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 the valid e-mail address (listed above) that the District may use to send me the pertinent information concerning my Parent Portal Account.  
 (You will receive an e-mail with directions regarding where and how to access the portal once your account is established)

\_\_\_\_\_ 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.

**(OVER)**

\_\_\_\_\_I will not intentionally transfer to the school**tool** 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**tool** software is supported by technical assistance from the Mohawk Regional Information Center, Mindex Technologies Inc., and possibly 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 all information stored in the school**tool** 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**tool** database may record and retain information about when and how I use school**tool** 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**tool** database using the login password assigned to me.

\_\_\_\_\_I understand that the District retains the discretion to block my access to school**tool** whenever it has reasonable suspicion to believe that I have violated one of the foregoing terms of accessing school**tool** and other Network resources.

Parents/Guardians/Persons in Parental Relation:

(Print Full Name) \_\_\_\_\_ Date: \_\_\_\_\_

(Sign Full Name) \_\_\_\_\_

(Print Full Name) \_\_\_\_\_ Date: \_\_\_\_\_

(Sign Full Name) \_\_\_\_\_

*For District Use Only:*

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_