CANASTOTA CENTRAL SCHOOL DISTRICT
SchoolTool Parent/Guardian Access Request Form

The Canastota Central School District is pleased to provide parents and guardians with access to student information records via the SchoolTool Parent Portal. In order to protect the confidentiality of student records, all parents/guardians who would like access are required to complete this form and return it **in person** to a Main Office in any of our schools. For security purposes, a photo ID is required when you return this form. Please note that the District's use of SchoolTool is supported by technical assistance from the Mohawk Regional Information Center (MORIC), Mindex, Inc., and other possible consultants. Employees of these entities are instructed to keep confidential any personally identifiable information, including educational records, they may view during the performance of their duties.

Parents and Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:
- Parents/Guardians will access data solely in regard to their child(ren).
- Parents/Guardians will not access any account assigned to another user.
- Parents/Guardians will not intentionally transfer any virus or malicious computer code to SchoolTool.
- Please do not share your password with anyone, including your children.
- Please do not allow your computer to "remember" your Parent Portal password.

Parent/Guardian
Name (*one name per form*): _____

Parent/Guardian
Home Address: _____

Parent/Guardian Email Address (**REQUIRED**): _____
Only one email per application. Your email address will be your username.

Please list all children who are/will be enrolled at Canastota (student name)	Your relationship to student	Reside with student? (Yes or No)	Student Date of Birth
You only need to fill this out once. New children will automatically be added after they are registered.			

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. I understand that the SchoolTool database is maintained by Canastota CSD with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. I understand that the District maintains ownership of all information contained within SchoolTool and reserves the right to restrict or revoke access to anyone in violation of these guidelines.

Signed: _____ **Date**: _____

Important: Once the information on this form is received, verified, and processed, you will receive notification via email that your SchoolTool Parent Portal account has been created. The email will also contain instructions to complete the registration process.

Office Use Only: Date: _____ ☐ ID Verified Form & ID Checked by: _____

Office Use Only: ☐ Account Created Date: _____ By: _____