2021-2022 PARENT PORTAL ACCESS FORM

Information request for Parent Portal Access

CV-TEC has implemented SchoolTool, which has a "Parent Portal" that allows you to access your child's information. In order to create a SchoolTool account, please complete ==both sides== of this form. If you have any questions, please contact, Nicole Osika at (518) 561-0100 extension 238.

Please make sure all information filled out is correct, as this will affect your log-in status.

Name of Student (s): _____

_____

Name of Person Requesting Access: _____

Relationship to Student(s): _____

E-Mail Address to be used for Parent Portal Access: _____

Parental Authorization to Add Portal Access

==***NOTE: Without a PARENT/GUARDIAN signature below,**==

==**NO authorization to the Parent Portal will be granted.**==

Parent's/Guardian's Name (Signature):_____   **Date: _____**

Parent's/Guardian's Name (Print):_____

Parent's/Guardian's Name (Signature):_____   **Date: _____**

Parent's/Guardian's Name (Print) _____

For District Use Only: Received by: _____   *Date:* _____

Processed by: _____   *Date:* _____

SchoolTool Parent Portal Terms of Network Access

I request that CV-TEC allow me to access information about my child's school performance, which could include schedule, teacher names, attendance, and grades. I understand that this information is stored in a database, which is maintained by the CVES District.

In return for the District providing me this information, by signing below, I agree to the following Terms of Network Access:

- I will maintain and keep active the valid-email address provided so the District may use it to send me pertinent information concerning the Parent Portal Account.

- I will only attempt to view information about the student(s) listed. I will not attempt to "hack", manipulate, or otherwise try to evade the security measures to access information regarding any other person.

- I will not intentionally transfer to the School Tool system any virus, Trojan horse, or other Malicious computer code.

- If granted the ability to update demographic data/contact information into my child's account, I will only enter accurate information.

- I understand that the District's use of the School Tool software is supported by the CVES IT Department, and possibly other consultants and employees. 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 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 at any time.

- I understand that the School Tool database may record any 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 is subject to review by the District.

- I agree that I will not disclose my login information 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 my login information.

- 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.

Parent's/Guardian's Name (Signature):_____ **Date:** _____

Parent's/Guardian's Name (Print):_____

Parent's/Guardian's Name (Signature):_____ **Date:** _____

Parent's/Guardian's Name (Print):_____