

Berlin

CENTRAL SCHOOL DISTRICT

17400 Route 22, Cherry Plain, NY 12040 | Phone: 518-658-1500 | Fax: 518-658-3822

A. Joseph Dhara
Superintendent of Schools

Ms. Karen Capozzi
Business Manager

Dear Parent/Guardian,

The Berlin Central School District is committed to providing parents with the information they need to help their children be successful throughout their learning journey. To assist you, BCSD is pleased to provide the SchoolTool Parent Portal – BCSD’s electronic student information system for all individuals with students in grades Pre-K through 12.

The Parent Portal is a web-based communication program that allows parents secure internet access to attendance, marking period grades, schedules and discipline information. In order to access the Portal, you will need to have a valid e-mail address and request a password from the school district. Please find the Parent Portal Account Application form on the reverse side of this letter.

Parents that have already signed up for an account in the past will not need to sign up again. Only new users or those seeking to update their email addresses will need to complete the Request for Permission process.

When you complete and sign the form, **please return it to the main office at the Middle-High School.** Families need only complete one form per household. You may also email scans or pictures of the form to the contact below. Upon receipt of your request for access, your account will be activated and you will receive an e-mail with directions for the rest of the set-up process. The email will come from our SchoolTool Admin with a subject line which reads BCSD SchoolTool Account Activation. Once you complete the process by following the directions included as a pdf. file attachment, you will be able to access the Parent Portal through your internet browser or Mobile Application available for both Apple™ and Android™ devices.

Upon accessing the Portal, you and your child(ren) will be able to view real-time information regarding daily attendance, marking period grades, course schedules, and other information that will be helpful in maintaining your child(ren)’s success. I would encourage you to take advantage of this wonderful program to expand opportunities for communication in working together as partner’s in your child(ren)’s education.

Additional information and a student/parent user guide will be sent as attachments to the e-mail that you will receive as part of the activation process. The user guide and additional information will also be available on our BCSD website at www.berlincentral.org. Click on the “Parents” link at the right hand top of the page, then “Parent Portal” in the quick-link list along the left side.

Please feel free to email questions or comments regarding the Parent Portal to ECrimmel@BerlinCentral.org. Please include your name, your child(ren)’s name(s) and school building(s), and contact information in your email. You may also call: 518-658-1500 ~ Option 8~ ext 1002, with any questions regarding the access request process.

Sincerely,

Mr. Fred Hutchinson
Director of CIA/CIO

**Berlin Central School District
Parent Portal Account Application**

My Name (Please Print) _____ **Date** _____

I am a parent or guardian of the following Berlin Central School District student(s):

Student Name (Please Print)	School Building (Cirde One)			Grade Level
	Elementary	Middle	High	
	Elementary	Middle	High	
	Elementary	Middle	High	
	Elementary	Middle	High	
	Elementary	Middle	High	
	Elementary	Middle	High	

I request that the District provide me with a login password that will allow me access to information about my child's school performance, including schedule, teacher names, attendance, and grades. I understand that this information is stored in a database called SchoolTool, which is maintained by the District with support from the Northeast Regional Information Center of the Capital District BOCES. In return for the District providing me with a login password, I agree to the following Terms of Network Access:

Please acknowledge each item by initial and sign at the bottom.

☐ I will maintain a valid e-mail address and phone number that the District may use to send me the login password and other messages about SchoolTool or my child(ren).

My present e-mail address for this purpose is: _____ @ _____

My present phone number for this purpose is: _____
(Please use the phone number, either cell or landline, that you want emergency and informational alerts to go to. Text alerts and reminders are also used by our notification system and we recommend providing a cell phone number for this purpose.)

☐ 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.

☐ I will not intentionally transfer to the SchoolTool network any virus, Trojan horse, or other malicious computer code.

☐ I understand that the District's use of the SchoolTool network is supported by technical assistance from the NorthEast Regional Information Center, Mindex Inc., and possibly other consultants, and that employees of these entities are instructed to keep confidential any personally identifiable information, including educational records, which they may see in the performance of their duties.

☐ I understand that all information stored in the SchoolTool 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 SchoolTool network may record and retain information about when and how I use SchoolTool 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, other than another parent/guardian of my child(ren) that has a legitimate right to access the child(ren)'s educational records. I accept responsibility for all actions that are performed by anyone gaining access to the SchoolTool network using the login password assigned to me.

☐ I understand that the District retains the discretion to block my access to SchoolTool whenever it has reasonable suspicion to believe that I have violated one of the Terms of Network Access.

Signature of Parent/Guardian

Date

For District Use Only

Received By: _____ Date: _____

Account Activated By: _____ Date: _____

Login Sent By: _____ Date: _____