

# Taconic Hills Central School District

## Student/Parent Portal Access Request Form

\* Please use one (1) form *per person* requesting access to Student/Parent Portal.

\* New access form must be completed anytime a user's e-mail address changes.

Name of Individual Requesting Access  
(Student or Parent/Legal Guardian): \_\_\_\_\_

Relationship to student(s): \_\_\_\_\_

I am a **parent** or **legal guardian** of the following student(s) in the Taconic Hills CSD (this section does not need to be completed if student is requesting their own account):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

I request that the District provide me with a login password that will allow me to access student information about school performance, including classes, teacher names, attendance, grades, and discipline. I understand that this information is stored in a database called SchoolTool, which is maintained by the District. 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 below.

\_\_\_\_\_ I will maintain a valid e-mail address that the District may use to send me the login password and other messages about SchoolTool. I authorize the Taconic Hills School District to communicate with me using this e-mail address. I understand that the THCS is not responsible for the privacy and information security issues of any e-mail provider outside of the THCS network. I understand the THCS is not liable for any policy breach that comes as a result of using this e-mail address. My e-mail address for this purpose is (only one account is permitted per e-mail address):

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ 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 commit malicious acts on the Taconic Hills CSD SchoolTool Network.

\_\_\_\_\_ 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 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 one of the foregoing Terms of Network Access has been violated.

### Note:

**This form must be completed in its entirety and returned to the school of attendance along with a copy of your Driver's License, Non-Driver Photo ID Card, or Student ID Card; in order for access to the Student/Parent Portal to be granted.**

\_\_\_\_\_  
Signature of Individual Requesting Access

\_\_\_\_\_  
Date

\_\_\_\_\_  
**For District Use Only**

User account created by: \_\_\_\_\_ User account modified by: \_\_\_\_\_

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

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