

**What is Parent Portal?** The Parent Portal is a web-based service that allows parents to access information about their child's grades, attendance, report cards, schedule, discipline and emergency contacts.

Filling this form will enable online access to Parent Portal. It will also enable access to ParentSquare which is used for communication between families and the school. In order to protect the confidentiality of student records, this form must be filled out and returned to the school by the student's **primary** contact. The form must be returned in person and a photo ID is required. The form should be returned to the main office of the child's school building.

If you do not know who the **primary** contact is for your child, please reach out to the main office of your child's school building. All buildings can be reached by dialing the school district's primary phone number which is (518) 853-4415.

Student Information	
First Name of Student	
Last Name of Student	
Building <i>Check the appropriate building</i>	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High
Primary Contact Information	
First Name of person filling out this form: <b><i>Must be student's primary contact (see above)</i></b>	
Last Name of person filling out this form: <b><i>Must be student's primary contact (see above)</i></b>	
New Person being provided Parent Portal Access	
First Name <small>of new person to be provided Parent Portal Access</small>	
Last Name <small>of new person to be provided Parent Portal Access</small>	
Email Address (required)	
Phone Number (required)	

By signing below, I allow the new person listed above to be provided access to Parent Portal. I understand that this will provide this person access as described at the top of this form.

Signature of Student's Primary Contact:  
*Signature & Photo ID must be that of the Primary Contact*

Date:

**Office use only:** to be completed when the form is submitted, please check each box and sign

confirmed is primary contact of listed student in SchoolTool     confirmed photo id

Received by (first initial, last name) \_\_\_\_\_