

LAKE GEORGE CENTRAL SCHOOL DISTRICT

SchoolTool Parent/Guardian Access Request Form

The Lake George 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 your child's school. For security purposes, a photo ID is required when you return this form.

Parents and Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:

- Parents/Guardians will access data solely in regard to their children.
- Parents/Guardians will not access any account assigned to another user.
- 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

**Only one email address per application. Your email address will be your username.*

Please list all children who are or will be enrolled at Lake George (Student Name)	What is your relationship to this student? (Mother/Father/Guardian)	Do you reside at the same address as this student? (Yes or No)	Grade
<i>You only need to fill this form out once. New children will automatically be added.</i>			

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. 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.

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:

<input type="checkbox"/> ID Verified	Verified by: _____	Date: _____
<input type="checkbox"/> Account Created	Created by: _____	Date: _____