



Broome-Tioga BOCES is currently using a web-based student information system for parents called **eSchoolPLUS Home Access Center** (HAC). This system will allow parents/guardians to access information about their child.

The system allows anyone with computer access, a login username, and a password to view his/her child's attendance, five week interim and report card grades, registration information, and assignments based on the modules utilized by the program the student is enrolled in. For instance, a program using progress notes for grade reporting may not use the scheduling & report card modules in eSchoolPLUS.

In order to begin using the system, a parent-signed **HAC registration request** (enclosed) must be completed and returned to the BOCES Student Data Center.

A. If you have previously submitted this form for a student – you will continue to have access to that student and can disregard this notice.

B. If you have a NEW or ADDITIONAL student you would like to access – please complete and return the registration request.

1. List your student(s) and their date(s) of birth
 2. Parent/Guardian name
 3. Parent email address (optional)
 4. Create a parental username by using the head of the household's first initial and the first seven letters of the last name. *Examples: James Washburn = jwashbur or Jane Laws = jlaws*
 5. Establish a password of **at least** 8 characters (case sensitive) that you can easily remember.
Example: summer95
 6. List a daytime phone number
 7. Sign and return the form to BOCES Student Data Center
5. After processing your request, we will send you a confirmation notice. Once received, please keep your username and password in a secure place.



eSchoolPLUS
Home Access Center Registration Request

Student 1 Name: _____ Date of Birth: _____

Student 2 Name: _____ Date of Birth: _____

Student 3 Name: _____ Date of Birth: _____

Parent/Guardian Name: _____

Parent/Guardian email address: _____
(Optional)

The **Username** you would like: _____
First initial, then last name of up to 7 letters (8 total letters)

The **Password** you would like: _____
must be a minimum of 8 characters (all lower case)

Daytime Phone #: _____

Parent/Guardian Signature: _____

Please return this completed form to:
Broome-Tioga BOCES
Student Data Center, Royce Harford # 20
435 Glenwood Road
Binghamton, NY 13905

Office Use ONLY

Date Received: _____	Date Processed: _____	Confirmation Sent: _____	Processed by: _____
----------------------	-----------------------	--------------------------	---------------------