Broome-Tioga BOCES will be using a web-based student information system for parents called schooltool Parent Portal.

The system allows anyone with computer access, a 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 schooltool.

Please Note: If your student was enrolled last school year and you had Portal Access, you do NOT need to complete this form. Your access should remain for school year 2023-2024.

In order to begin using the system, a parent-signed schooltool Parent Portal Access Request (attached) must be completed and returned to the BOCES Student Data Center.

Please complete the following on the form:

1. Parent/Guardian name

2. Parent email address (REQUIRED)

3. List your student(s) and their date(s) of birth

4. Sign and return the request with your child to their BOCES location or Mail to:

   Broome-Tioga BOCES
   Student Data Center, Kathryn Korba, # 20
   435 Glenwood Road
   Binghamton, NY 13905

5. When your request is processed you will receive an email that provides you with your username and password.
Portal Access Request

Parent/Guardian Name: ___________________________________________________

Parent/Guardian email address: _____________________________________________
(REQUIRED)

Your students enrolled at Broome-Tioga BOCES that you would like to access via the portal:

Student 1 Name: ___________________________       Date of Birth: _________________

Student 2 Name: ___________________________       Date of Birth: _________________

Student 3 Name: ___________________________       Date of Birth: _________________

Parent/Guardian Signature: ________________________________________________

Please return this completed form to:

Broome-Tioga BOCES
Student Data Center, Kathryn Korba, # 20
435 Glenwood Road
Binghamton, NY 13905