

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 2024-2025.*

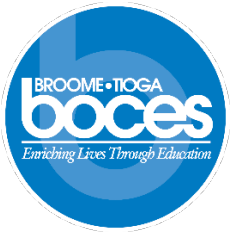
In order to begin using the system, a parent-signed **schooltool Parent Portal Access Request** (attached) must be completed and returned to the BOCES Student Data Center.

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, Terri Hanbury, # 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, Terri Hanbury, # 20  
435 Glenwood Road  
Binghamton, NY 13905**