Broome-Tioga BOCES will be using a web-based student information system for parents called school**tool** 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 school**tool**.

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 2026-2027.

In order to begin using the system, a parent-signed *school**tool 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 **LEGAL** Name: _____ Date of Birth: _____

Student 2 **LEGAL** Name: _____ Date of Birth: _____

Student 3 **LEGAL** 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