



605 Peninsula Blvd
Hempstead, NY 11550
516-292-2060

Dear Evergreen Families,

Evergreen Charter School uses a program called SchoolTool to manage our student records. The Parent (SchoolTool) Portal provides parents and middle school students with secure online access to see a student's

- Emergency Contacts
- Daily Attendance
- Course Schedules
- Report Card Grades
- Grades 3 - 8 NYS Assessment Scores
- NYS Regents Exam Scores
- Assignments (Grades 3 - 8)

It is our hope that the Parent Portal will greatly improve the partnership between our school and parents.

In order to access the Parent Portal, parents must complete the parent registration sheet and return it as soon as possible. Please allow 5 - 7 business days for us to enter your information. Once your information is entered into our database, you will receive an email with a password which will allow you to securely login to the SchoolTool Portal. Once you sign up for the Portal, you will use the link below to access it from a computer or you can download the SchoolTool Mobile APP from the Play Store (for Android devices) or from the App Store (for Apple devices).

<https://stev.nasbores.org/schooltoolweb>

Prior to that training please complete and return the attached **PARENT/GUARDIAN - - REGISTRATION FORM FOR PARENT PORTAL** which will allow an account to be created to you prior to the training.

Sincerely,

Christine Wise
Director of Data



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PARENT/GUARDIAN - - REGISTRATION FORM FOR PARENT PORTAL

Portal Agreement for Viewing Student Information Using Evergreen Charter School’s SchoolTool Portal

I am requesting access to my child/children’s information through the Evergreen Charter School’s SchoolTool Portal. I have read the Evergreen Charter School User Guidelines for the SchoolTool Portal and agree to abide by these guidelines. I understand that for security purposes, the school reserves the right to change user passwords or deny parent/guardian/student access at any time. By signing this agreement I, as the parent/guardian, release Evergreen Charter School from any and all liability for damages arising out of the unauthorized access to my parent/guardian account.

I agree that I will not share my password or allow anyone other than myself to use the account. I understand that five unsuccessful logins will disable my account. If my account becomes locked, I may email Evergreen’s SchoolTool Portal Support at Portalsupport@ecsl.org and request that the account be unlocked. Verification of identity with personal information will be required to unlock my account. I understand that it may take up to 5 school days to have my account unlocked. I understand that Evergreen Charter School is not responsible for assisting with technical difficulties on my home or work computer. Please list the names of your child/children currently enrolled at Evergreen Charter School. The information given on this form must match the enrollment information on file.

Please complete, sign and return this form to your child’s school.

If you have children in more than one school, please return the form to whichever building is more convenient with all your children listed on the one form.

Email: (One letter/number per box). *Please print legibly and clearly designate NUMBERS.*

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By allowing your email to be put into SchoolTool, you are allowing the school’s staff to communicate with you directly by email. This system is separate from School Messenger, our automated alert system.

I, _____ authorize my email to be used.

Parent/Guardian Name (Please PRINT above)

Signature: _____ Date: _____

Student/s Information: (Please PRINT)

First name	MI	Last Name	ES or MS	Grade
_____	---	_____	_____	_____
_____	---	_____	_____	_____
_____	---	_____	_____	_____
_____	---	_____	_____	_____

Evergreen Charter School User Guidelines for the SchoolTool Portal

Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. Evergreen Charter School supports access by parents/guardians, middle school students, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between parents/guardians and the student's teacher(s).

Evergreen Charter School manages student information electronically and will make student education records available for viewing only to authorized parents/guardians and middle school students. All eligible parties will be expected to comply with the School's Acceptable Use Policy for the SchoolTool Portal and all technology regulations/procedures, as well as all other school policies that may apply.

A) Eligibility

Access to the SchoolTool Portal is a free service offered to all current parents and legal guardians of Evergreen Charter School students, as well as current middle school students. Once a student withdraws or graduates from the Evergreen Charter School, their account will be deactivated. Each parent/guardian of a student who is currently enrolled is eligible to apply for access to the SchoolTool Portal, by signing the Portal Agreement. After receipt of the Portal Agreement, the school will establish a parent/guardian account.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility of schools, parents/guardians, and students. Each school will make every attempt to ensure that information is accurate and complete. If a parent/guardian discovers any inaccurate information, they should notify their school immediately.

C) Accessible Information

Evergreen Charter School reserves the right to add, modify or delete functions viewed through the SchoolTool Portal at any time without notice.

D) Use of the System

Parents/guardians and students are required to adhere to the following guidelines:

1. Users will act in a responsible, ethical and legal manner.
2. Users will not attempt to harm or destroy the school or the School's data or networks.
3. Users will not attempt to access an account assigned to another user.
4. Users will not use the information on this portal for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem within the portal must notify the Director of Data Services immediately, without demonstrating the problem to anyone else.
6. Account holders are responsible for protecting their passwords. Users will not share their password.
7. Users will not set their computer to automatically login to the SchoolTool Portal.

E) Security Features

1. Five unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again, the user will need to email SchoolTool Portal Support at Portalsupport@ecsl.org.
2. Users will be automatically logged off when they leave their web browser open and inactive for 30 minutes.
3. The parent/guardian's account will be deactivated when they no longer have a child actively enrolled in Evergreen Charter School, or a court action denies the parent/guardian access to the student's information.