



# HIGHLAND FALLS-FORT MONTGOMERY CENTRAL SCHOOL DISTRICT

Post Office Box 287, Highland Falls, New York 10928

August 15, 2017

Dear Parent(s)/Guardian(s),

The Highland Falls-Fort Montgomery Central School District is proud to offer "SchoolTool Parent Portal." This online, 24-hour access portal allows parent(s)/guardian(s) to securely view information about their child(ren) in grades 6-12, including schedules, attendance (daily & course), progress reports, report cards, individual class averages and assignments (as determined by the teacher). It also allows the ability to update personal information, ensuring that the school district has the most current contacts in case of an emergency, and the ability to email teachers from within the portal.

***If you had an account in our previous Parent Portal, your account is active in SchoolTool Parent Portal!***

If you have not previously used Parent Portal, please follow the directions below to enroll:

- Complete the Parent Portal Access Form and submit this in person with picture identification. Additional forms are available in the main offices, or on our website: [www.hffmcsd.org](http://www.hffmcsd.org), under the Parents tab. (The email address you provide on this form will be your username.)

Staff will be on hand to collect forms, verify identification, and offer training at the following events:

James I. O'Neill Open House, September 13, 2017

Highland Falls Intermediate School Open House, September 14, 2017

Parents who are unable to attend Open House may bring the completed form and identification to their child's school office.

- Within one week of submission, you will receive an email with a temporary password and instructions for logging into SchoolTool Parent Portal. These instructions and an FAQ are available on our website: [www.hffmcsd.org](http://www.hffmcsd.org), under the Parents tab.
- Please contact the main office of your child's school with questions.
- Please understand that the Highland Falls-Fort Montgomery Central School District DOES NOT have access to your password. If you forget your password, please use the system to request a new one.

I hope that you will find this information helpful as we strive to increase communication between school and home.

Kind regards,

Dr. Andrea Tejedor

Assistant Superintendent for Curriculum, Instruction & Technology