

November, 2011



Dear Wayland-Cohocton Central School District Parent or Guardian,

The Wayland-Cohocton Central School District is excited to offer families of Middle and High School students (Grades 5-12) a web-based communication program called Schooltool Parent Portal. Schooltool is our student Information and Management System.

Parents/Guardians will be able to securely access their child's information and monitor their progress throughout the school year. The goal of the Parent Portal is to promote a better partnership and dialogue between parents and teachers. Email capabilities between teachers and counselors will be available.

With a Parent Portal account, parents can view the following student information:

- Student Record (basic information)
- Contact Information
- Schedule
- Attendance (daily and course absences)
- Discipline
- Grades (progress and marking periods)
- Assignments

Parent/Guardian access to the Parent Portal requires:

- **Parent Portal Acceptable Use and Login Access Form** signed and returned.
- Access from any computer with an Internet connection as Schooltool is a web based application.
- Valid email account, where initial password will be sent.
- Confidentiality when viewing their children's information.

The **Parent Portal Acceptable Use and Login Access Form** is attached. If you are a Middle School Parent/Guardian, please sign and return to the Middle School Office, Attn: Wendy Mastin. If you are a High School Parent/Guardian, please sign and return to the High School Office, Attn: Rose Fox.

Once this form has been received and the information verified, you will be receiving your first Schooltool password through your email account. Go to the district website www.wccsk12.org, click on **Parents** in the navigation toolbar to get to the Parent Portal links. **Parent Portal Guides** will bring you to detailed instructions on how to use the Parent Portal and the **Parent Portal Login** will bring you directly to the Parent Portal.

Questions can be directed to SchooltoolMgr@wccsk12.org - please be sure to include your name and the email address that is registered in the parent portal.

Sincerely,

Eileen M. Feinman
MS Principal

William F. Whyte
HS Principal