PARENT PORTAL ACCESS FORM

Information request for Parent Portal Access

Please use one (1) form per person requesting access to Parent Portal

Please use this form to amend an e-mail address for any contact with Parent Portal access as this information will affect log-in status

Name of Person Requesting Access: ____________________________________________

Name(s) of Student(s): ________________________________________________________

Relationship to Individual(s): ________________________________________________

E-Mail Address to be used for Parent Portal Access: ___________________________

@ ____________________________________________

Note: This form must be completed in its entirety and returned to the school of
student attendance; in order for access to the parent portal to be granted.

Parental Authorization to Add Portal Access

Note that without a PARENT/GUARDIAN signature below,

No authorization to the parent portal will be granted

Parent Name (signature): ____________________________________________ Date: __________

Parent Name (print): __________________________________________________________
Preparation

Parents/Guardians of students in the Cairo Durham CSD can access their child’s information such as contact information, grades, schedules, attendance, and discipline record all on-line via our new “Parent Portal”. Before this can be achieved, there are several things that need to be done to begin this process:

1. Parents/Guardians must have an e-mail address,

   A current e-mail address will be used to access our Parent Portal. For this to happen, simply make sure to provide the school district with this information via the “Parent Portal Access Form” by completely filling out all fields of this form and returning it to the school building your student attends. A separate form should be used for EACH person requesting access. Remember, this email address will be used as your “Username” when logging into the Parent Portal.

2. The web site of the Parent Portal:

   The Parent Portal link is found at the following web site address:
   https://schooltool11.neric.org/SchoolTool_CAIR
   It is important that this address is typed exactly as shown (Note, this address is https/ without "www")

3. Be sure that you have access to your own email address as you will be receiving your first Parent Portal password through your email. It will be necessary to make sure you have access to your e-mail when you first log in.

Logging In

Now that you have completed the basic preparation and your “Parent Portal Access Form” has been submitted to the school building of student attendance and processed, it is time to log into Parent Portal (This may take up to 5 days).

1. Access the internet from any computer and go to the Parent Portal web site
   https://schooltool11.neric.org/SchoolTool_CAIR

   Where it says "Username", type in your full email address:

   Username: aaa@nanomail.com
   Password: 

   Login
2. Click on the blue Login button, (ignore, for now, where it says "Password").

3. The words "New User or Forgot Password" will appear on the screen, in blue.
   Click once on these words.

   New User or
   Forgot password?

   If these words did not appear, check off of the previous steps, and then call your
   child's school for support if you still experience problems.

4. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with
   your email address, and click the Submit button.

   Clicking Submit will cause an email message to be sent to
   you that will contain your new password.

5. Retrieve your new password from email.
   Log into your email account, as you would normally, and look for an email message from "SchoolTool".
   When this email message arrives, open the message and write down, or print, the password that is displayed.

   Be Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters
   are uppercase, and some are lowercase. This is important – Cut and Paste functions are ideal for this
   step.

SchoolTool Password
SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your
password. Your password has been reset to: h1Xg*WOH>iX[

6. Log in to Parent Portal
   Key in the same email address in the "Username" and the new password.
   Remember, the password may be copy/pasted from the email message, but be careful to grab each character.

7. Changing your password.
   Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that
   has the following characteristics:
   - Greater than or equal to eight (8) characters
   - Combination of letters, numbers, and symbols (including upper and lower case letters)
   - Something that can be remembered easily
Good passwords do not have to be hard to remember. "Ready4School!" is a good password that has upper and lowercase letters, a number, a symbol, and is longer than 8 characters long but still easy to remember.

To customize your password, simply click on the Account sub tab, enter the existing password sent to your e-mail account from school tool, then type in your new desired password (twice). Click on the Change Password button to finalize the change.

Subsequent Logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the Parent Portal web page (https://schooltool11.nenic.org/SchoolTool_CAIR), enter their username and password, and click on the Login button.

A parent/guardian will be presented with a screen containing three tabs:

- **Students**: A listing of all students that “belong” to the logged-in parent/guardian. A parent will have the right to click on a student’s select button (purple triangle next to the name), to see all of the student’s details.

- **Campus**: A parent will see general campus information.

- **Account**: To change passwords.
After a student record is selected, the following tabs will be available:

- **Contacts**: Shows all contacts that are associated with that student, this is a list of who is authorized to pick up a student, contact a student, or not authorized to contact a student (custody alert, order of protection, etc.).
- **Schedule**: Shows the schedule of a student in real time, any modifications made during the course of the school year will be shown in real time then the modification is made. (Prior years schedules are also available simply by changing the school year.)
- **Attendance**: Shows a comprehensive list of all Absences, Late Arrivals and Early Dismissals throughout the school year for the student (Prior years attendance is also available simply by changing the school year.)
- **Discipline**: Shows all infractions and consequences from referrals generated for student throughout the school year. (Prior years discipline records are also available simply by changing the school year.)
- **Assignments**: Shows all assignments and grades from students' classes.
- **Grades (tab not shown)**: Shows student grades by quarter, progress reports, etc. (Prior years grades are also available simply by changing the school year.)
- **Letters**: Shows correspondences that have been sent to the parents in regard to attendance issue.

**Notes**

This icon will appear next to all staff members' names in the schedule, homeroom, grades and assignments tabs. Clicking on this icon will allow parents to e-mail teachers directly.

Amendments to addresses, contacts, phone numbers, etc., should be made in writing and submitted to the school building your student attends.

Questions about grades, assignments, attendance, discipline, etc. should be brought to the attention of the teacher or counseling office (grades/assignments), attendance office (attendance, contact information), and main office (discipline, other inquiry)

When it comes time to end the session, a parent may click Logout in the module bar, or simply close the Browser window.

DONE!
Dear Parent or Guardian:

We are pleased to inform you that CAIRO-DURHAM CSD will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2016-2017 school year.

What does this mean for your child(ren) attending the school(s) identified above?

All students enrolled at Cairo-Durham Elementary School, Cairo-Durham Middle School and Cairo-Durham High School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2016-2017 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any further questions, please contact us at (518) 622-8534.

Sincerely,

Anthony Taibi
Superintendent of Schools

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Community Eligibility Provision Fact Sheet

What is the Community Eligibility Provision?
The Community Eligibility Provision (CEP) is a federal program that provides free breakfast and lunch to all students at qualifying school districts, regardless of income. CEP will be replacing the Free and Reduced Lunch Program at Cairo-Durham CSD for the 2016-2017 school year. It will provide free breakfast and lunch to all students at Cairo-Durham CSD, grades K-12, during this pilot year.

How much does it cost?
All students enrolled at Cairo-Durham CSD are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2016-2017 school year (regardless of income). No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Is there an application?
Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Will my child(ren) still need a My SchoolBucks account?
Students receiving free breakfast/lunch through CEP will not need additional funds deposited to My SchoolBucks.

However, individual student accounts will continue to be maintained through My SchoolBucks, thereby allowing parents/guardians to prepay for additional breakfast/lunch purchases such as à la carte items, snack milk, ice cream, extra snacks, a second lunch, etc. (i.e., items beyond standard breakfast/lunch).

Who should I contact if I have questions?
If you have questions, please contact Mrs. Michelle Garcia-Smith at Cairo-Durham Elementary School, 518-622-3231, extension 32230.

No application is necessary, however a Household Income Eligibility Form is requested (to be used for reporting purposes and to determine if the district and/or your child(ren) may be eligible to receive additional funding as part of federal programs). For your convenience, the Household Income Eligibility Form has been enclosed with this mailing.

Please return the completed form to Michelle Garcia-Smith at Cairo-Durham Elementary School (if you have questions, you can call Mrs. Garcia-Smith at 518-622-3231, ext. 32230).

More information and the Household Income Eligibility Form can be found at http://www.cairodurham.org/menu

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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1400 Independence Avenue, SW Washington, D.C. 20250-9410
(2) fac: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
2016-17 Community Eligibility Provision (CEP)/Provision 2 non-base year
Household Income Eligibility Form

The Casco Durham Central School District is participating in the Community Eligibility Provision (CEP) or Provision 2 in a non-base year. All children in the school will receive meals/milk at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal programs that your child(ren) may qualify for. Read the instructions on the back, complete only one form for your household, sign your name and return to the school named above. Please call Michelle Garcia-Smith at (518) 622-3231 Ext. 32230 if you need help.

1. List all children in your household who attend school:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School</th>
<th>Grade/Teacher</th>
<th>Foster Child</th>
<th>No Income</th>
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2. SNAP/TANF/FDPIR Benefits:
If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part E, and sign the application.

Name: ____________________  CASE #: ____________________

3. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

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<tr>
<th>Name of household member</th>
<th>Earnings from work before deductions Amount / How Often</th>
<th>Child Support, Alimony Amount / How Often</th>
<th>Pensions, Retirement Payments Amount / How Often</th>
<th>Other Income, Social Security Amount / How Often</th>
<th>No Income</th>
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4. Signature: An adult household member must sign this application.

I certify (promise) that all of the information on this application is true and that all income is reported. I understand that the information is being given so the school may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State federal laws, and my children may lose meal benefits.

Signature: ___________________________________ Date: ____________________
Email Address: ____________________ Work Phone: ____________________ Home Address: ____________________

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

☐ SNAP/TANF/Foster
☐ Income Household: Total Household Income/How Often: ____________________ Household Size: ____________________
☐ Free Eligibility  ☐ Reduced Eligibility  ☐ Denied Eligibility
☐ Signature of Reviewing Official ____________________ Date Notice Sent: ____________________
PART 1
ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.
(1) Print the names of the children, including foster children, for whom you are applying on one form.
(2) List their grade and school.
(3) Check the box to indicate if foster child living in your household, and check the box for each child with no income.

PART 2
HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.
(1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
(2) An adult household member must sign the form in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.

PARTS 3 & 4
ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.
(1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
(2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box. The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should not be considered as income for this program.

PRIVACY ACT STATEMENT
All information is held in the strictest confidence.