



LAKE GEORGE CENTRAL SCHOOL DISTRICT

SchoolTool Parent/Guardian Access Request Form



The Lake George Central School District is pleased to provide parents and guardians with access to student information records via the SchoolTool Parent Portal. In order to protect the confidentiality of student records, all parents/guardians who would like access are required to complete this form and return it in person to your child's school. For security purposes, a photo ID is required when you return this form.

Parents and Guardians are required to adhere to the following SchoolTool Parent Portal guidelines:

- Parents/Guardians will access data solely in regard to their child(ren).
- Parents/Guardians will not access any account assigned to another user.
- Please do not share your password with anyone, including your children.
- Please do not allow your computer to "remember" your Parent Portal password.

Parent/Guardian

Name (*one name per form*): _____

Parent/Guardian

Home Address: _____

Parent/Guardian Email Address (REQUIRED): _____

Only one email per application. Your email address will be your username.

Please list all children who are/will be enrolled at Lake George (student name)	Your relationship to student	Reside with student? (Yes or No)	Grade

You only need to fill this out once. New children will automatically be added.

I have read the SchoolTool Parent Access Form and agree to abide by and support the guidelines. I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.

Signed: _____ **Date:** _____

Important: Once the information on this form is received, verified, and processed, you will receive notification via email that your SchoolTool Parent Portal account has been created. The email will also contain instructions to complete the registration process.

Office Use Only: Date: _____ ID Verified Form & ID Checked by: _____

Office Use Only: Account Created Date: _____ By: _____