TONAWANDA CITY SCHOOL DISTRICT
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SARAH INFANTE
DIRECTOR OF EDUCATIONAL COMPLIANCE & ACCOUNTABILITY

JESSI DONNER
DIRECTOR OF TECHNOLOGY

July 24, 2023

Dear Parents/Guardians:

With the first day of school around the corner, we wanted to share with you an update to a technology feature called Parent Portal. Parent Portal is an online resource that provides parents/guardians with instant access to their child's academic information.

With a parent portal account, approved users may log in at any time to view information about their child's demographics, homeroom teacher, schedule, and attendance. The portal is a "one-stop" resource no matter how many children a family has in our schools or which buildings they attend.
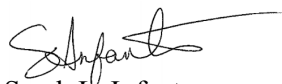
Previously only students in grade 5-12 were using the portal. **Beginning today every student Universal Pre-Kindergarten through Grade Twelve will now be viewable in the porta**l.

If you have an account already; every child you have in the district is viewable. If you are new to the parent portal, you will need to have your child's student ID number which can be found on a past report card. **Please note, the district is not allowed to give this information out over the phone.** You may also stop at District Office Door 11 from 8am to 4pm Monday thru Thursday to retrieve this information or for assistance. Please bring photo identification.

When signing into the Parent Portal for the first time you will now be asked to review student information and update as necessary. In our efforts to limit paper use, you can now verify permission and understanding of school information, policies and procedures outlined in the District Code of Conduct as well as the Computer Acceptable Use Policy. After you have completed all contact updates and verification, teacher assignments will be viewable on August 25, 2023

Please complete this login to the portal and parent permission by verification by September 6, 2023 so your child may receive computer access the first week of school. Attached, you will find directions to set up your account.

Sincerely,

Sarah L. Infante   Jessi L. Donner

Parent Portal Directions:

Primary Parent/Guardian in eschool (based on registration) must set up the Parent Portal Account

Please visit our website at: **www.tonawandacsd.org**

Top right corner click on: **Parent Portal**

If you are new to parent portal, below the red login button click: **Parent Portal Registration**

Fill in Required information to create your account

If you already have an account OR once you account is approved, please login and do the following:
Click on the blue student ID number for your child (this must be done for each student)
Verify all information and demographics- address, phone number, emails and make changes as necessary
- Please note: when identifying contacts/phone priorities, each person must be a unique number (for example: you cannot have two #1's)
Scroll to the bottom of the page to verify permissions
Click **verify**

Complete the same process for all students and then after August 25, 2023 you will be able to view schedules.