

**Copenhagen Central School
 Mr. Scott N. Connell, Superintendent
 PO Box 30
 Copenhagen, NY 13626
 315-688-4411
 Fax: 315-688-2001**

Request for Permission To Access The eSchoolData Parent Portal

Name of Parent/Guardian _____

I am a parent, guardian, or person in parental relation, of the student(s) listed below in the
Copenhagen Central School District:

Student Name	Grade	Physical Address (No PO Box)	Phone #	Date Of Birth

I request that the District provide me with a login/password that will allow me to access information about my student’s school performance, which could include classes, teacher names, attendance, grades, discipline, and other information housed in the District’s Student Management Database. I understand that this information is stored in a database called eSchoolData, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a login/password, I agree to the following Terms of Network Access:

Please **read** each item and sign at the end.

- ✎ I will maintain a valid e-mail address that the District may use to send me the pertinent information concerning my Parent Portal Account.
- ✎ I will only attempt to view information about the student(s) listed above. I will not attempt to “hack,” manipulate, or otherwise try to evade the security measures to access information regarding any other person.
- ✎ I will not intentionally transfer to the eSchoolData system any virus, Trojan horse, or other malicious computer code.
- ✎ If granted the ability (at a future time) to enter data into my child’s record, I will only enter accurate information.

- ↪ I understand that the District's use of the eSchoolData software is supported by technical assistance from the Mohawk Regional Information Center, eSchoolData Inc., and possibly other consultants, and employees of these entities. They are instructed to keep confidential any personally-identifiable information, including educational records, they may see in the performance of their duties. I consent to the disclosure of information about me or the student(s) listed above under these circumstances.
- ↪ I understand that all information stored in the eSchoolData database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.
- ↪ I understand that the eSchoolData database may record and retain information about when and how I use eSchoolData through the Parent Portal, and that this information is the property of the District and subject to review by the District.
- ↪ I agree that I will not disclose my login password to any other person, not even other people in my family or household. I accept responsibility for all actions that are performed by anyone gaining access to the eSchoolData database using the login password assigned to me.
- ↪ I understand that the District retains the discretion to block my access to eSchoolData whenever it has reasonable suspicion to believe that I have violated one of the foregoing Terms of eSchoolData and related Network Access.

I have read and agree to the conditions stated above.

Print Full Name: _____

Sign Full Name: _____

Email Address: _____

Date: _____

I would like to use the following for my sign in:

User Name: _____

Password: _____

(Must be at least 6 characters and have 1 number)

For District Use Only:

Account set up by: _____ *Date:* _____