

Obtain Your Child's Grades & Other Information Request Form for 3-12 Grade Parents

At JCS we have the ability to allow parents to access grades, scheduling, attendance, and other important information for their children. If you would like to set up a parent portal account, you will first need to provide us with the following information. Once the form is completed, return it to Mr. Michael Markwica, Superintendent, Johnsburg Central School, 165 Main Street, North Creek, NY 12853.

Parent/Guardian Name: (Print) _____

Signature: _____

Parent/Guardian Email Address: (Print clearly) _____

(For students in grades 3-12)

Child/ren Name/s: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Would you like to receive the monthly District Newsletter "Jaguar Jottings" using your email address above: Y _____ N _____ Different email: _____

School Tool Parent Portal Access

Once you return the "**Request Form for Parents**" to Mr. Markwica and you receive an email from "**School Tool**" saying your account is ready, you may follow the directions below:

1. Go to www.johnsburgcsd.org
2. Along the top of the website hover over parents until you see the drop down list
3. Click on School Tool Parent Portal
4. For username enter the person email address you provided the school
5. Leave the password field blank and click login
6. Underneath the login button you will see a message "New User or Forgot Password?"
7. Click on this message
8. You will be prompted to enter your username again. Once again enter your email address here.
9. An email will be sent to the address you have provided and will contain your password
10. Follow steps 1-4 above this time entering the password you have received and log in.

Once logged in, you will see a tab on the right labeled "Account" - here you can change your password. If you choose to change your password keep in mind there is a minimum length and it requires at least one number and one uppercase character.

You will now be presented with your Parent Portal home screen with the names of your children. If you click the blue arrow to the left of your child's name, you can view grades and other information for that child. If you ever get lost or wish to start from the beginning again you can click "Home" on the left at any time.