

## **NORTH WARREN PARENT PORTAL INFORMATION**

The North Warren Parent Portal is available to provide parents/guardians online access to student records. Parents/Guardians of students in grades 6-12, who currently receive mailed documentation, are able to access attendance, progress reports, and report cards online.

### **SIGNING UP FOR YOUR PARENT PORTAL ACCOUNT:**

- Send an email to [webmaster@northwarrencsd.org](mailto:webmaster@northwarrencsd.org) with the subject line "Parent Portal". Include your name, student name(s), grade level(s), and date(s) of birth in the body of your email.
- Wait for an email with your account information. This may take several days. If you do not receive an email, be sure to check any spam or junk mail folders in your email.

\*\*\* To insure that our emails are delivered to your inbox rather than a "junk" or "bulk" mail, you may need to add *northwarrencsd.org* to your trusted senders or white list.

### **VIEWING STUDENT RECORDS:**

- To access your parent portal account, go to the [North Warren School Web Page](http://www.northwarren.k12.ny.us) ([www.northwarren.k12.ny.us](http://www.northwarren.k12.ny.us)) and choose **SchoolTool Portal** under the **Parents** drop down menu.
- Once at the website, login to your account using your email address as your username and the password that you received.
- Once you have logged in, you can use the "Accounts" tab that appears at the top right to change your password.
- When you look at your student information, you need to click on the blue triangle to expand the record and view the grades and attendance tabs.

If you need further assistance with you parent portal account: Email  
TechHelp ([techhelp@northwarrencsd.org](mailto:techhelp@northwarrencsd.org))