



## SCHOOL TOOL INFORMATION



The Schooltool Parent Portal gives parents the ability to check their child's progress reports and report cards, attendance, and teacher contact information. All parents with an active email were sent instructions from Schooltool detailing how to log in. New parents to Notre Dame will be given this information upon their students arrival. If an email has not been received with this information, please contact the school or stop in to the Main Office to fill out a form. It is recommended that you use Internet Explorer or Safari as your browser when using Schooltool. Please note that there may be limited access when using a mobile computing device.

### Parent Portal FAQs

Q: Do I need any special software to use parent portal?

A: To effectively access your Parent Portal account you will need:

1. Computer or mobile device with Internet access - A minimum dial-up modem speed of 56Kbs - a slower connection will work but not as well.
2. The company hosting the Parent Portal recommends using Internet Explorer 7 or 8 or Safari 3.0 or 4.0. Schooltool may still be accessible using unsupported operating systems and browsers (i.e., Firefox), but there is no guarantee functionality, performance, or security if the minimum requirements are not met.
3. Adobe Reader - This is a free document reader available for download on the web at: <http://get.adobe.com/reader/> There are some reports that require the Adobe Reader to view or print.

Q: How often do I need to fill out the parent portal application?

A: You only need to fill out the application once to create the account. Younger siblings will become visible on the portal once they become school age and register for school. Accounts are carried over from year to year as long as you do not move out of the district.

Q: What happens if my email address changes?

A: Please complete the Parent Portal Form available at the main office of Notre Dame High School.

Q: What happens if I forget my user ID or password?

A: Simply enter your email address, with no password, and click the "login" button. You will then be presented with the "Forgot..." link. Just follow that process to have your password emailed.

Q: How often is information updated in parent portal?

A: Attendance information is updated in real time. Progress Reports are updated roughly 5 weeks into each quarter, and report card grades are updated quarterly. Teachers can be contacted directly through the parent portal by viewing the child's schedule and clicking on the email icon next to the teacher's name.

Q: How do I add/change/correct my personal information including address or telephone number?

A: Please notify Notre Dame High School for any such change of information.

SchoolTool is used by many private schools as well as New York State public schools. This program was developed specifically for New York State Schools and is the FIRST student management system to get NYSED Basic Certification. This tool is used throughout New York State and most notably throughout the Corning, Elmira, and Horseheads school system.

