

## PERMISSION FOR ACCESS TO STUDENT INFORMATION SCHOOLTOOL ACCESS

Dear Parent or Guardian:

Our student management system allows parents to access some of their own students' information from home on the internet. It also gives administrators and teachers a great way to communicate quickly with parents and guardians.

In order to allow this to happen, we need your permission to set up a user account for you. Parents of students in Kindergarten through 5<sup>th</sup> grade will be able to access student attendance and discipline. Parents of students in grades 6 through 12 will be able to access student schedule, attendance, discipline, and interim and report card grades.

Please be aware that you are responsible to contact the office to make any changes or corrections to the email address and/or the contacts for your child. All parents have a right to access school records regardless of custody unless a legal document states otherwise. This information will not need to be updated yearly. If you no longer want access, you must let us know in writing.

Once you receive an email with a password, you can follow the login directions on the website. Click on **SchoolTool** on the left side of the webpage.

**If you would like to have access, please complete the form below and return it to the main office of your child's school or email it to [scory@holleycsd.org](mailto:scory@holleycsd.org).**

Sincerely,  
Susan R. Cory  
MS/HS Principal

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I would like to be able to access the information on SchoolTool (our student management system) for my child(ren).

Parent/Guardian name(s) and email address:

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Student(s) name(s): \_\_\_\_\_  
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It takes about 2 days for the information to become active after you have turned in this letter.