



SchoolTool is the Pembroke Central School District's student management system. The **Parent Portal** will be the means by which Pembroke CSD parents will access their child(ren)'s grades, attendance, schedule, and other data.



Parent Portal activation is a ONE TIME event. Once you have a parent portal account it is active for the duration your child(ren) attends the Pembroke Central School District.

- If you already have an email address on file with the District office, a Parent Portal account was automatically generated for you and you should have received an email with your username and password information, as well a link to log onto SchoolTool.
- If you did not receive this Welcome email, please check your Spam folder to make sure it wasn't caught by your Spam filter.
- If neither of these apply, please call or email Christie Maisano at 585-599-4525 x1999 or cmaisano@pembrokecsd.org and it will be resent to the email you have on file.
- If we do not have an email on file for you, please complete the form below to add or update the email we have on file for you and submit it to your school's secretary.

***NO ACCOUNT WILL BE SETUP UNTIL ALL INFORMATION IS VERIFIED BY THE DISTRICT. THE DISTRICT RESERVES THE RIGHT TO DENY AN ACCOUNT AT ITS DISCRETION.**

Important—Once the information provided above is verified and processed, you will receive notification via email that your account has been created and instructions on how to get an initial password. When you receive your password, you will be able to access SchoolTool through our website:

<https://schooltool.pembrokecsd.org/Schooltoolweb>, and change your password. Your User name is your email address. Your password should be alphanumeric, containing at least eight characters, two of which must be numeric, i.e. "yankee07"

 Parent / Guardian Name (one name per form): _____
 (First Name, Middle Initial, Last Name)

REQUIRED VALID Parent/Guardian E-Mail Address: _____
 ONLY ONE EMAIL PER APPLICATION - Please PRINT EMAIL ADDRESS NEATLY; this will be your user name

Please list all children in household who are/will be enrolled @ Pembroke CSD. (Student Name)	Your relationship to student	Reside with Student? (Yes or No)	School	Current or Grade Entering

Note: Current Parent Portal users do not need to fill this out again. New children will be added when registered.

I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.
 Signed: _____ Date: _____
Signature must be that of the Parent/Guardian shown on first line (mm/dd/yyyy)

Please return this slip to the office secretary at your child's school.