

Alternate instructions for completing the SchoolTool Parent Portal Registration form during the period of school closures due to COVID-19.

1. Parents/guardians will need to complete the fillable PDF version of the Parent/Guardian Registration form.
 - a. Save the file as follows: last name-first name (ie: smith-john.pdf).
 - b. Open the document on your computer.
 - c. Fill in all of the information (please list all children currently enrolled in the Arlington Central School District on one form).
 - d. Each parent must complete their own form with their own email address.
 - e. Parent/Guardian must ***DIGITALLY SIGN*** the document. Once you click on the box the document will walk you through the process.
 - f. Save the document again.
2. Attach the following documents in an email to parentportal@acsdny.org:
 - a. The completed and signed Parent Portal Registration Form.
 - b. A copy of your photo identification.
3. You will receive an email with a link to join a Google Meet. You will then show your photo identification to a member of the CAO staff to verify your identity.
4. Once the verification process has been completed your account will be created and you will receive an email notification with a temporary password to access your account.

If you have any questions, please email the help desk at parentportal@acsdny.org. When requesting assistance from the Parent Portal Help Desk it is necessary to supply some information to verify your identity. Please give your full name and the name(s) and grade(s) of your children. All requests must come from the email address that is registered to your name.

Please remember that there are NO family accounts and only the registered user has permission to access this account with this email address and password. Passwords should not be shared with anyone including family members.

Data Support Services