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UTICA CITY SCHOOL DISTRICT / 929 YORK STREET / UTICA, NY 13502

Dear Parents/Guardians:

All students benefit from enhanced communication between parents and school. The Utica City School District has been providing a Parent Portal, which will allow you access to your child's school information 24/7 through the internet. This will include your child's marking period grades, schedule, attendance, and demographic information.

The information that will be provided to you is stored in our Schooltool database, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES.

If you would like to participate in the Parent Portal, you must completely fill out the Schooltool Parent Portal Access Request Form and bring it to you child's school with one form of picture identification. If you have already filled out this form in the past, you do not have to fill out another one unless you are adding a child/children.

If any contact information has changed, such as last names, phone numbers, email addresses and guardianship, all information has to be confirmed with you child's school before this form can be submitted.

In order to participate in the Parent Portal, **you must have a valid email address, and verification of your child's identification (which includes date of birth – mm/dd/year).** Without this accurate information, the district cannot activate your account. Once the submitted form is verified, you will receive an email with directions on how to set up your account and use the Parent Portal features.

Thank you for helping us improve communication between you and the Utica City School District.

Sincerely,

Dr. Kathleen Davis
Acting Superintendent of Schools

KD/cac

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