



# Ichabod Crane Central School District

2910 Route 9, P.O. BOX 820, Valatie, New York 12184  
(518) 758-7575  
<http://www.ichabodcrane.org>

January 15, 2016

Dear Parent/Guardian of Grade 7 or 9 Student:

As part of the Ichabod Crane School District's efforts to enhance communication with our families, we are excited to offer our Parent Portal to the parents/guardians of ICC students. The portal is a web based program which allows parents/guardians 24/7 access to their child's schedule, attendance, and grades. Additionally, parents/guardians will have access to view the family's personal information we have on record such as mailing address, parent contact and emergency contact information. This will help the district maintain accurate information in case of emergencies.

Initially, we are piloting the Parent Portal with grades 7 and 9 students in order to ensure a smooth rollout of the program. This pilot will begin at the start of the 3<sup>rd</sup> Quarter. Once we have a successful rollout for grades 7 and 9, we plan to make the portal available for all parents/guardians of students in grades 6-12 beginning at the start of the 4<sup>th</sup> Quarter. Because student grading and progress is documented differently at the Primary and Elementary Schools, we will not be offering the portal for grades K-5.

Parents/Guardians of students in grades 7 and 9 can begin setting up an account now. Included in this mailing is a document explaining what you must do in order to setup a Parent Portal account. The steps we have put in place are intended to provide safeguards to prevent someone other than the legal, custodial parent/guardian from setting up an account. Also included is a Frequently Asked Questions document that will answer some of the questions you may have about the parent portal.

We value your input and encourage you to provide us with feedback so that we can make adjustments and improvements to the Parent Portal experience.

Sincerely,

A handwritten signature in blue ink that reads 'George Zini'.

George Zini  
Superintendent of Schools