



# CAMBRIDGE CENTRAL SCHOOL DISTRICT PARENT PORTAL ACCESS REQUEST FORM



\*In order to protect the confidentiality of student records, all parents/guardians are required to fill out this form and return it to Brittney Clairmont in the High School Counseling Office in person or digitally. **Valid Photo ID is required.**

**PLEASE PRINT CLEARLY: ONE NAME & EMAIL ADDRESS ONLY PER APPLICATION**

Parent/Guardian Name as Appears on ID:

---

Parent/Guardian Home Address:

---

Parent/ Guardian Email Address:

---

Please list all children in the household who are/will be enrolled at Cambridge below:

| Student Name | Grade |
|--------------|-------|
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |

I, \_\_\_\_\_, certify that all of the above information is true and that I have the legal authority to access the records of the student(s) listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*After your account has been created, you will receive an email notification with instructions on how to access your temporary password. Your user name will be your email address. You will be able to access SchooTool through our website [www.cambridgecsd.org](http://www.cambridgecsd.org) to create a new password. Your password must be at least eight characters long and must contain two numbers and one capital letter. Look for the SchoolTool app in the app store.

**Office Use Only:**

Date: \_\_\_\_\_ Account created and verified by: \_\_\_\_\_