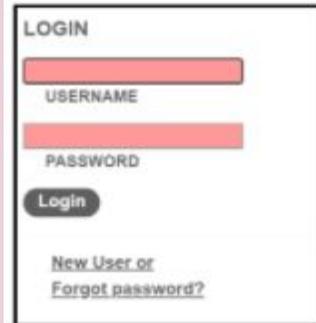
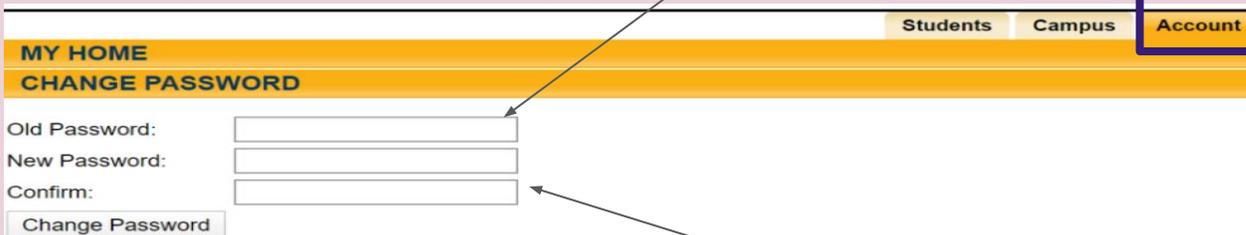


Parent/Guardian Access to School Tool

1. Navigate to: https://schooltool4.neric.org/SchoolTool_DUAN (or select the link on our district home page: <https://www.duaneburg.org>). You will see the this prompt. 
2. Your **username** is the email address at which you received the registration instructions.
3. Copy and paste the **password** sent to you in the password box. Passwords are case sensitive and must be entered exactly as provided in the email.
4. Verify you've spelled both correctly, then click on the login button.
5. Once you are logged in, click **Continue** after reading the messages.
6. Next **change your password** by clicking the **Account tab** near the top of the screen and type or paste your old password (the one you just entered to first log in).

7. Enter the new password that you want to use, confirmation of the new password, then click "Change Password." Passwords should be easy to remember, have a minimum of 8 characters, and include a combination of a capital letter and numbers.

8. After logging in, you will see a screen containing three or more tabs

Students Tab:

This will display a list of students for which you have access. To access your student's record, press the student record button in blue. 

This portion will provide the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type and building/School level.

Subsequent Visits:

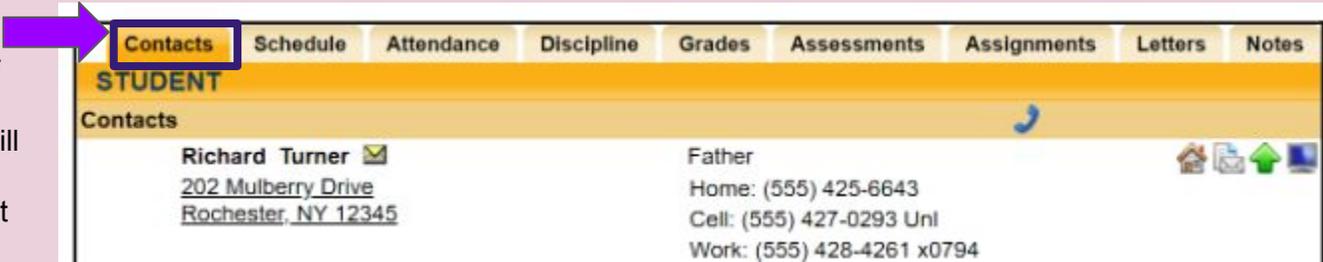
- Access the site by navigating to the District's home page or go right to the SchootTool web site.
- Enter your username and password, which is you email address and the new password you created above.
- Please make sure to log out when finished using the Parent Portal

Navigation Tools:

 Show/Hide	 Print or Report	 Cancel
 Show/Hide	 Done or Return	 Email
 Select or Details	 Previous or Done	 Check Spelling

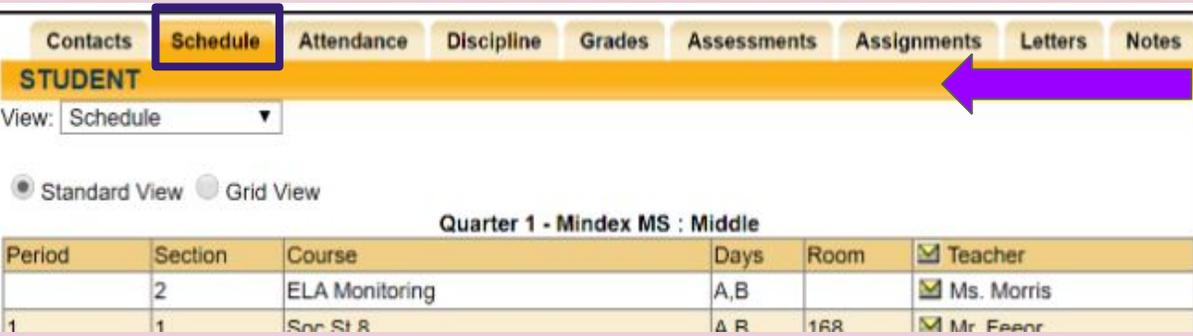
Contacts Tab:

This provides a list of contacts associated with that student. It will show parents, guardians, other adult contacts and any siblings.



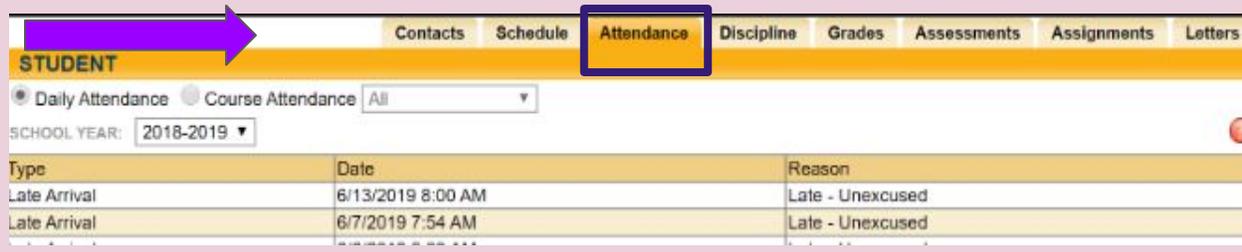
Schedule Tab:

This provides a complete list of the student's schedule for the current school year. It will display the course the student has during each period, sections, days the course meets, room numbers, and the teacher.



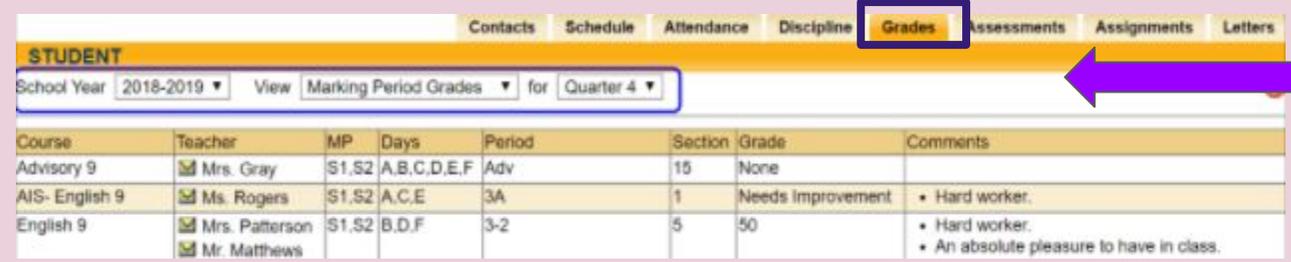
Attendance Tab:

This shows a summary of the student's total absences for the current year (if any).



Grades Tab:

This shows grades in each class based on the selected view (options detailed below).



The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the dropdown menu.

- Available views include the following:
- Marking Period Grades
 - Progress Report Grades
 - Marking Period Average
 - Assessment Grades
 - Final Grades

Other Tabs

Depending on district settings, additional information or tabs may be available. Some parents will see an Assessments tab, which includes data about state assessments for grades 3-8, or a Letters tab, which displays a list of attendance letters that were sent home.