

### **SCDSB Parent Portal**

The SCDSB Parent Portal is a secure online tool which will provide parents and guardians (of students less than 18 years of age) with quick access to their children's attendance and school announcements. Parents and guardians can set up daily, weekly or monthly email alerts for attendance information.

SCDSB Parent Portal access is available to custodial parents, legal guardians, adult students and parents with access rights to the child. Login information is provided to the primary contact on record at the school. We are asking that you share it with others as required. Any parent/legal guardian or access parent who does not receive the information, may request access by contacting the school directly.

### **Parent Portal Online Registration Information**

Below is the information that you will be required to enter in the Parent Portal to add your child Arran Adams to your account:

#### **Student Information Required to add students:**

**School Name:** Collingwood Collegiate Institute

**Student Name:**

**Access ID:** *CONTACT School if you do not have this number.*

**Access Password:** This will be your child's pupil number. For secondary students, it is available on his/her most recent SCDSB Secondary report card and timetable. If you do not have a copy of his/her report card, please contact the school directly to obtain his/her Pupil Number. For elementary students, you will receive a second letter with the SCDSB Pupil Number in the coming days.

**In order to maintain the privacy and security of student information, this number must be sent to you in a separate letter.**

**Follow this link to register:** <http://www.scdsb.on.ca/Parents/Pages/Parent-Portal.aspx>

Sincerely,

Collingwood Collegiate Institute