

**Chatham Central School District**  
50 Woodbridge Avenue  
Chatham, NY 12037  
518-392-1501

**OFFICE OF THE SUPERINTENDENT**

September 10, 2015

Dear Chatham Central School Families,

The start of a new school year is always a time of excitement for our families and the school district. As a part of the new school year we want to extend the opportunity for families to join our Parent Portal. If you have created an account previously you will not need to sign-up again. This program provides opportunities for parents to be engaged in their child's education by providing up to date information about students' progress in school. The portal is an internet based program, which allows you to electronically access some of your student's educational records, including student schedules, grades, attendance, and discipline. It is available to you 24/7 with no restrictions on how often you may access it.

The portal also allows you to check the personal information your family has on record with the school district to ensure that the district has the most current information available. It is important that we have the correct information in the case of an emergency.

Because we document student progress differently at the elementary level (i.e. discipline and grades) this information will not be available through the portal for MED parents, however attendance and contact information will be accessible.

The school district will provide parents with an individualized password to access the Parent Portal. In order to receive your password, you must complete the Parent Portal Access Form and provide picture identification. Access forms can be picked up at your child's building or downloaded at [www.chathamcentralschools.com](http://www.chathamcentralschools.com) under the PARENTS link.

The most efficient process for parents who would like to sign up for accounts is to bring their completed Access Forms and photo identification to their student's Open House where you will immediately be given your individualized password. Parent training for use of the Parent Portal will be available during those events. There is also an FAQ available under the PARENTS link on the district web site, which is updated as we receive new questions. Parents who are unable to attend Open House may bring a completed form and identification to their school office. Accounts and passwords will be provided to those parents as soon as possible.

We consider your input valuable and encourage you to provide feedback throughout the year so that we may improve the parent/teacher experience of the Parent Portal. We look forward to seeing you at Open House and throughout the year.

Sincerely,

*Cheryl A. Nuciforo*

Cheryl A. Nuciforo  
Superintendent