



## Newfield High School

247 Main Street ♦ Newfield, NY 14867  
(607)564-9955 X 3130  
[www.newfieldschools.org](http://www.newfieldschools.org)

Mr. Matthew Ryan, Principal  
Mr. Richard Pawlewicz, HS Guidance  
Mrs. Yvonne Capogrossi, HS Secretary  
Mrs. Lori Owens, HS Guidance Secretary

August 2, 2016

Greeting families,

Newfield High School implemented a web-based student management system, Schooltool, to manage our student data. The system includes a parent portal, which enables parents and legal guardians of students to review the following information: attendance, discipline, report card grades, and recently graded assignments.

To access your child's information on the Schooltool parent portal, please follow these steps:

1. On the top right-hand side of the district's homepage, click on the link to Parent Portal Schooltool.
2. Your username is the email address you gave the district. You must have a valid email on file with the district in order to log into the parent portal.

Once you have logged in, you may use "Accounts" tab at any time to see your last login time and to change your password. Should you forget your password, click on the "forgot password" link to reset it.

3. After you log in, please review your child's census data for accuracy. If any of this information is not current, or if your information changes as the school year progresses, please contact the high school guidance secretary with your changes.

I encourage you to use this resource to help stay informed about your child's progress and to support our teachers in their efforts to help your child learn.

Thank you,

Rick Pawlewicz