



Lloyd Harbor School

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT
7 School Lane • Huntington, New York 11743

Valerie R. Massimo, *Principal*
Phil Gray, *Assist. to the Princ./Music Coord.*

(631) 367-8800
(631) 367-8801

November 21, 2014

Dear Parents:

As you are aware, we are now using our student management system, *eSchoolData*, to create the reports that you receive. **Beginning this marking period, you will need to access the report cards on the eSchoolData "Parent Portal"**. This report card will be available on-line on December 12 at 5:00 PM.

If have a Parent Portal account in eSchoolData, you are already set up. If this is your first experience with the portal and need an account, please follow the instructions below:

Setting up an eSchoolData account:

Note: You only need to create one account to access the information for all of your children. In creating an account online, you will need to have the following information handy for one of your children:

- Parent/Guardian Name (apply using one parent's name only) and Student Name
- Student ID Number (can be found on schedule/progress report/report card, also is their lunch system ID number)
- Student Grade Level (as of September 2013)
- School (as of September 2013)

1. Go to the CSH webpage (www.csh.k12.ny.us)
2. Go to the pull down menu "For Parents" and click on "Parent Portal"
3. Scroll all the way down to "How can I apply for access to the portal?" and click the blue link that begins with "You can apply for an account online." Click "Yes" on the pop-up window.
4. The eSchoolData login screen will open. Click on "Online Registration" (bottom of the box).
5. You will be asked to fill out information on three tabs, beginning with the *Account Information* portion (followed by *Personal Information* and *Student Information*).
6. Once all parts have been filled out, you will receive an automatically-generated email indicating that your registration information has been submitted. After the data has been reviewed, you will receive an additional email.

Getting the Report Card:

1. Log onto your account
2. Click on the ID number of your child
3. For grades K-5 - click on the "ERC" tab
4. For grade 6 - click on "Report Card" tab
5. Click print for a hard copy.

Please know that for the marking period ending this month, Elementary Report Cards will also be distributed at the March parent conferences. In June, the final report cards will be both posted on the portal and mailed home.

Sincerely,
Valerie Massimo