



# Cold Spring Harbor School District

75 Goose Hill Road • Cold Spring Harbor, New York 11724

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March 3, 2014

Dear Parents:

As you know, last year Cold Spring Harbor updated the format and structure of the Elementary Report Cards. We are now using our student management system, *eSchoolData*, to create the reports that you receive. **Beginning this marking period, parents will be able to access the report cards on the eSchoolData "Parent Portal"**. They will be posted and available on Thursday, March 20 by 5 PM.

If you already have a Parent Portal account in eSchoolData (for a child in the Jr./Sr. HS) 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](http://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,

Lynn Herschlein, *Goosehill Primary School Principal*

Valerie Massimo, *Lloyd Harbor School Principal*

Kurt Simon, *West Side School Principal*