

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Dear Parents/Guardians,

The Bellmore-Merrick Central High School District is pleased to provide you access to your son and/or daughter's school records online through our student management system – eSchool: Parent Portal. **The Parent Portal is completely secure and will only permit a parent/guardian to view the records of their own child/children once they have registered.** In addition to providing you with instantaneous access to your child's records, the portal enables the district to save the taxpayers a significant amount of money by eliminating the use of paper and postage.

The Parent Portal will allow you, utilizing the Internet, to view your child's most recent progress report and report card. You will gain access to the portal by registering in the simple process described below. The ability to access this information 7 days a week, 24 hours a day, increases the family/school connection that is vital to the success of your child.

If you have more than one child attending the Bellmore-Merrick Central HS District in 2015-2016, and have already registered one of them, you do not need to register your incoming seventh grade student. No further action on your part is required.

If you are new to the Bellmore-Merrick Central High School District:

Here are the steps for registering:

1. The Parent Portal is available on the District Website: Quick Links section.
Please Note: eSchool Parent Portal is not compatible with the web browser Firefox.
2. You **ONLY** register your oldest child. Your other children will automatically be registered once you complete the registration process for your 1st child.
3. Before logging in to the portal for the first time, please have available your child's schedule.
4. On the District Homepage, please go to the Quick Links section and click on the eSchool Parent Portal link.
5. Click the Online Registration link on the Parent Portal Login Page.
6. You will be asked to enter specific information to begin the account request process.
7. You will be required to provide:
 - Your information – name, address (cannot be a post office box!), phone numbers & email address.
 - You will also create a password that you will need for future access.
Passwords need to be a minimum of 6 characters with at least 1 number.
 - Your child's information - full name, Student ID#, EXACTLY as it appears on the student schedule you are using. You will also enter your child's **2015-2016** school name and grade.
8. After entering all the required information, click on the **Create Account Information** tab toward the bottom right of the screen. A confirmation that the account request has been received will appear.

Approval to access the portal:

An email confirming that a request has been submitted will be sent to the email address you provided. Before the opening of school in September, the information you provided will be compared with the information that we currently have for your child. If the information matches, you will receive another email that you have been approved to enter the portal. You must then click on the link in that email to activate your account. Once approved, each time you log into the portal, you will be at your school's welcome page. Information will be posted there for your benefit. In order to access your child's information, you will click on your child's name or ID number on the top portion of the screen.

Timeframe and what will be available:

We are opening the portal on September 1, 2015, however the first progress report will be posted on October 9, 2015. You will have immediate access to your child's progress reports and report cards for the rest of the year.

If you have any questions about the above, or need further information, please contact the District Technology Help Desk at 992-1043.