Freeport Public Schools
PARENT PORTAL

Directions for Parents

Parents who have provided the district with their e-mail address may access their child’s information through the SCHOOLTOOL PARENT PORTAL. To access the portal you will need to log into the SchoolTool site through a web link set up for this purpose.

You can go directly to this SchoolTool login by using this web address:

https://nassau01.schooltool.com/Freeport/

OR

Access it through the Parent Portal link on the Freeport website (see below illustration).
To Begin Using the Parent Portal

1. Click on the Parent Portal Icon found on the Freeport Home Page.
2. The SchoolTool Login Screen will appear.

3. Enter your complete e-mail address which will serve as your username.

   **Note** – this e-mail address must be the one provided by you to the school district for Parent Portal access. If you are not sure what that e-mail is, please contact the Main Office at your child’s school.

4. Enter your e-mail and the password that was generated by SchoolTool and e-mailed to you. Remember that passwords are case sensitive.

   **NOTE:** If you have not completed the Parent Portal sign-up form, you may find a copy at the Parent Portal page on the Freeport web site. Complete the form and return it to your child’s school. A password will be generated and e-mailed to you.
5. After you log in successfully, you will see the “**My Home**” screen of the Parent Portal. For security purposes, you should now change your temporary password. In order to change your password, click on the **ACCOUNT Tab** to access the “**Account**” screen.

**“My Home” Screen of the Parent Portal**
6. Decide on a password to use. (Please make sure that the password you select is something you will remember, but difficult enough to be secure and not obvious. It must be at least 6 characters.)

Enter the SchoolTool generated password you received in your e-mail in the “Old Password” box. Then enter your new password in the “New Password” box and in the “Confirm” box. Click the “Change Password” button.

“Account” Screen

After Changing your password, click the Students tab in order to return to the My Home screen.
7. You can view your child’s records by clicking on the STUDENTS tab on the My Home screen. This will allow you to see all of your children who are currently enrolled in Freeport Schools. It lists the family address and phone numbers.

8. To access detailed information for one of your children, click on the person-icon or your child’s name directly.

“My Home” Screen of the Parent Portal
9. The “Student Screen” with your child’s name will appear. You can view relevant demographic information, contact information, schedule, attendance and Progress Reports/Report Cards if available at this time. It is suggested that you review this information. If you wish to make any changes, contact the Main Office of your child’s school. *(Note: Address changes must be made through the Central Registry Office in the Atkinson School.)*

**Student Screen**

**Personal Information**

<table>
<thead>
<tr>
<th>MY HOME</th>
<th>TRANSPORTATION</th>
</tr>
</thead>
</table>

**Smith, George**

- First: George
- Middle: 
- Last: Smith
- Gender: Male
- DOB: 1/1/0000 (X yr X mo)
- 1st Language: English
- Email: 1XXXXX@freeportschools.com

**Address:** 12345 Road
**Freeport, NY 11520**
**Phones:** H: (123) 456-7890
**Bus Info:** __________________________

**Contacts**

**Maureen Smith**
msmith123@gmail.com
12345 Road
**Freeport, NY 11520**
- Custody Type: --

**Parents**

**Mother**
- Cell: (123) 456-7890
- Work: (123) 456-7890
- Home: (123) 456-7890

**Father**
- Cell: (123) 456-7890
- Home: (123) 456-7890

**John Smith Sr.**
jsmithsr123@gmail.com
12345 Road
**Freeport, NY 11520**
- Custody Type: --

**Siblings**

- Kenneth Smith 1/1/20XX (X yr X mo)
10. To View Grades and Progress Reports, click on the Grades tab. Select Progress Report Grades/Marking Period Grades from the Pull-Down Menu. Also, select the associated Marking Period. A list view of your child’s grades and comments will appear.

11. To return to the Home Screen to view additional children click the Back arrow at the top right of the personal information screen.

12. When finished please LOGOUT.