

**ClassMate Parent Portal Access**

1. Print and fill out the **Parent Portal Application form** – include current email address.
2. During school hours, the parent or guardian must bring in person, to the front desk of the attending school (Barry Tech or LIHSA), the following items:
  - The completed Parent Portal Application
  - Your photo ID
  - Your child’s progress report, report card, or sending school schedule for verification purposes
3. Within one week, the Central Office will verify the above information and you will be able to create your portal account.
4. Login to the **ClassMate Parent Portal** and click on “Register Now”. (Google Chrome is the recommended browser.)  
When the “Register Now” window opens, enter:
  - Your first and last name.
  - A username
  - Your Email Address
  - Password, and re-enter the password
  - Click SUBMIT
5. You are now ready to login to the **ClassMate Parent Portal**. Click on “Sign in”, and enter your USERNAME and PASSWORD.
6. Once you are logged in, you will see “Welcome to the Parent Portal” and your child’s name will be on the left side of the screen.
7. Click on your child’s name. You will be able to view attendance, grades and schedule of the current or previous marking periods.
8. If you need assistance navigating the portal, please call 516 622-6878. For portal application procedures, please contact your child’s school.

**Non-discrimination Statement**

Nassau BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to age, race, creed, color, national origin, sexual orientation, religion, military status, sex, marital status, disability, predisposing genetic characteristics, or domestic violence victim status. Information and grievance procedures are available by contacting the following Civil Rights/Title IX/Section 504/ADA Compliance Officers at 71 Clinton Rd., Garden City, NY, 11530: Dr. Tracey Nekulak, Executive Director of Human Resources, at 516-396-2358, [tnekulak@nasboces.org](mailto:tnekulak@nasboces.org), or Selma Stoddard, Assistant Director, Department of Human Resources, at 516-396-2360, [sshelton@nasboces.org](mailto:sshelton@nasboces.org). A copy of programs and educational courses offered and available to residents may be obtained from our website, [www.nassauboces.org](http://www.nassauboces.org).