



**FRANKLIN SQUARE UNION FREE SCHOOL DISTRICT**  
DISTRICT OFFICES: Washington Street School  
760 Washington Street, Franklin Square, NY 11010-3898

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FAX: (516) 505-6972

Patrick J. Manley  
Superintendent of

Schools

FOUNDATION  
for **SUCCESS**

November 2016

Dear Parents:

I would like to inform you of the new procedures regarding the distribution of report cards this school year. Last year, we piloted the use of the online Parent Portal to share the report cards with the Grade 4 parents; and it was very successful. This year, **ALL** students in Grades K-6 will be able to access the report cards online via the Parent Portal.

For the 1st marking period, we will still send home a print-out of your child's report card and also make it available through the online Parent Portal to view.

For the 2nd and 3rd marking periods, the report cards will **ONLY** be accessible through the online Parent Portal. You will no longer receive a paper printed report card. The dates of report card distribution are on our school calendar.

If you need assistance in creating an account for the Parent Portal, please email Michelle Balsdon at [mbalsdon@franklinsquare.k12.ny.us](mailto:mbalsdon@franklinsquare.k12.ny.us) or feel free to call her at 516-481-4100 ext. 3635.

Thank you for your help in our efforts to go paperless.

Sincerely,



Patrick J. Manley