



**Icahn Charter Schools**  
1500 Pelham Parkway South Bronx, New York 10461  
Telephone (718) 794-2355 – Fax (718) 794-2358  
[www.ica hncharterschools.org](http://www.ica hncharterschools.org)



**Icahn I 1525/1506 Brook Avenue, Bx. NY 10457**      **\*Icahn II 1640 Bronxdale Avenue, Bx. NY 10462**  
**Icahn III 1500 Pelham Parkway South, Bx., NY 10461**      **\*Icahn IV 1500 Pelham Parkway South, Bx., NY 10461**  
**\*Icahn V 1500 Pelham Parkway South, Bx., NY 10461**      **Icahn VI 1701 Fulton Avenue, Bx., NY 10457**  
**Icahn VII 1535 Story Avenue, Bronx, New York 10473**  
***\*United States Department of Education National Blue Ribbon School***

**Jeffrey Litt, Superintendent**  
**Richard Santiago, Deputy Superintendent**

**Melissa DeMuth, Deputy Superintendent**  
**Kaitlyn O'Connor, Director/Curr & Instr.**

September 25, 2020

Dear Parents/Guardians:

The Icahn Charter Schools has licensed the Frontline Health Portal to provide you with convenient, 24-hour online access to attest to Covid-19 related questions that must be answered before entry to the school building is permitted. Using a secure username and password, you can view district-designated health information and daily questions.

**Note: Your student's health record is part of his/her educational record at the School District. The privacy of these records is protected by federal law (per the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g) and state law. If you are aware that you should not have access to your student's educational record, do not register for access to the Health.**

### *SELF REGISTER*

Self-registration can be completed via our Mobile or Desktop application. (\*Note, you do not need to register separately to gain access to both options.)

- For Mobile, please go to the Apple App Store or Android Apps on Google Play, search for *Frontline Health Portal*, and download the app.
- As a Desktop user, please select the following link to access the registration portal:  
<https://www.healthofficeportal.com/{district identifier}/portal/Register.aspx>

You will need to register as a family with your personal email that was provided to the school district during your student registration. (\*If both parents/guardians provided their emails to the school district, you may use one of the emails to start one account or both emails to start more than one account.) If there is a question on the email on file in the school, please reach out to the school directly.

Complete the following steps to continue your registration:

- Enter your primary email that you have provided to the District.
- Enter a new password and confirm the new password in the Confirm Password field.
- Re-type a Captcha (mix of letters and numbers intended to distinguish human from machine input), then click the **"Register"** button.

- You will see a red confirmation message, indicating that a verification email has been sent with the Subject: "Confirm Frontline Health Portal account." (Please check your email's spam folder if you have not received the email in 10-15 minutes.)
- Within that verification email, there will be a link to finish activating your account.
- Click on this link to go to the Portal Terms of Use. Follow the eSignature instructions. (Be sure to leave out any space(s) between /S/ and your name.) Click the checkbox beside "I agree" and select the "Verify" button to complete the email verification process.
- Next, you will see a green message stating that your account has been activated.
- Use the Health Portal Login link provided to login to your account: <https://www.healthofficeportal.com/{district identifier}/portal/Login.aspx>
- Use your email and the password you've set.
- You will be prompted to register your children to your account. You will need to provide the following information for each child:
  - Student Last Name
  - **Student School ID (please contact your child's teacher to obtain his/her ID#)**
  - Student Birthdate
- To register additional children, remain on the "Home" tab, click on "Add Person," and continue this step until all your children are registered.

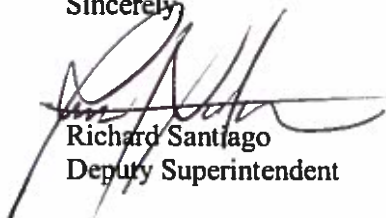
Your new Frontline Health Portal is now active and ready for use!

Please use the Frontline Health Portal Mobile app or select the following website to log in to the Health Portal:  
<https://www.healthofficeportal.com/{district identifier}>

For additional support for families, you can visit the Help Center for Families & Faculty:  
<https://help.frontline12.com/SHM-Family-Faculty-Help/>

Thank you for attention, we ask that you and your families stay safe and well.

Sincerely,



Richard Santiago  
Deputy Superintendent