

KATONAH-LEWISBORO SUMMER MAILING

FAMILY ID 2022

STEP-BY-STEP GUIDE

Please use the information below to log in to FamilyID and complete the forms by Monday, August 1st.

The [Family ID](#) program is being used this year for the completion of summer mailing forms.

The [Campus Parent](#) program is being used to update the **Household, Demographic and Contact Information** for your child. Campus Parent changes are automatically fed to the student system. Please see the “**Campus Parent Updates**” document as a reference and submit any Campus Parent updates by **Monday, August 1st**.

Family ID / Summer Mailing Updates:

1. Use the link in the FamilyID invitation email to either set up a new account (if you have not previously participated in the FamilyID process) or log in to your existing account. Please see the “**Accepting an Invitation**” link found within the Connect-Ed message for more information on this process.
2. **If you have logged in to your existing FamilyID account**, you will be prompted to make sure your information matches the data your school has provided. Under the ‘My FamilyID Information’ heading, use the drop-down menu to select which family member the data provided matches with. If there are no matches listed, select ‘No match; Add new person’. If your organization has provided data for ‘Michael Smith’, for example, and in your FamilyID account you have the same student listed as ‘Mike Smith’, please match the two. In the next column, choose how the name should display on FamilyID going forward.

If you have created a new FamilyID account, there will be no matches listed in the drop-down menu. Select ‘No match; Add new person’ for each of the students that appear on your list.

The screenshot shows the FamilyID web interface. At the top is the FamilyID logo. Below it is a heading: "Let's make sure your info matches the data YourSchool provided!". A subtext explains: "YourSchool is helping you jumpstart the online registration process by pre-populating some information for you to use in your FamilyID account. Please take a moment to match up the data from YourSchool to the data in your FamilyID account. You'll also need to select how you would like the participant's name to display in FamilyID before you can click the 'ACCEPT INVITATION' button." The main form area has three columns: "YourSchoolHere" with the value "Michael Smith", "Match to" with a right-pointing arrow, and "My FamilyID information" with a dropdown menu currently showing "Mike Smith". To the right of this is a section titled "Select how name should appear" with a dropdown menu showing "Mike Smith" and a "SELECT" button. Below the dropdown is a list of options: "Mike Smith" and "Michael Smith". At the bottom left of the form is a checkbox with the text: "I certify that I am 18 years of age or older, or an emancipated minor, and I am legally authorized to register participant Valley and its affiliated organizations." At the bottom center is a button labeled "Accept Invitation".

3. Once all the data matching has been completed, select the check box to certify that you are 18 years of age or older, and select **Accept Invitation**.
4. You will be taken to the dashboard containing the “**2022 Summer Mailing Forms**” program for your child’s 2022-23 school. Please be sure that the correct school’s link has been selected for the child that you wish to register, as the programs are grade-level specific. If you are interested in signing your child up for a team, please await notification from the John Jay Athletics Dept.
5. Read the important introductory information and scroll down to the **SECTIONS** area. Select the **2022-23 grade level** for the child that you wish to register.

Sections	
Please select the SECTION that corresponds to the grade level that this PARTICIPANT will be entering in the Fall. If the school and grade level that you need do not appear, then you may have selected the incorrect program for this PARTICIPANT. Please return to the dashboard and enter the full name of the school into the "I want to register for a program at:" field.	
<input type="checkbox"/> 2022-2023 John Jay High School Summer Mailing Forms - Grade 12 Minimum grade 12; Maximum grade 12	Jul 01, 2022 to Jun 30, 2023
<input type="checkbox"/> 2022-2023 John Jay High School Summer Mailing Forms - Grade 11 Minimum grade 11; Maximum grade 11	Jul 01, 2022 to Jun 30, 2023
<input type="checkbox"/> 2022-2023 John Jay High School Summer Mailing Forms - Grade 10 Minimum grade 10; Maximum grade 10	Jul 01, 2022 to Jun 30, 2023
<input type="checkbox"/> 2022-2023 John Jay High School Summer Mailing Forms - Grade 9 Minimum grade 9; Maximum grade 9	Jul 01, 2022 to Jun 30, 2023

6. In the **PARTICIPANT INFORMATION** area, the **PARTICIPANT** is your child. If you completed this FamilyID process last year, then his/her name will appear on the **Select Participant** drop-down, and a message will note that previously entered information has been saved. If not, please select the **Create New Participant** option.

PARTICIPANT INFORMATION

IMPORTANT NOTE: For those Katonah-Lewisboro School District summer mailing forms that involve a parent preference, you will be prompted for your preferences within the PARTICIPANT section here. You will then be asked to sign off on those preferences in the AGREEMENTS section, below. We will work with the vendor to improve the flow of the screens going forward.

Please note: for the purposes of Family ID, the "PARTICIPANT" is the student.

Welcome back! You have information previously saved in your account.

You can automatically populate your form with your saved information or add new information by clicking below

Click here to SELECT or CREATE participant

Important Notes:

- As you enter the requested information going forward, please note that all fields with a red * are required. All information that was entered during the FamilyID process last year will pre-populate once your child's participant record has been selected.
- For those Katonah-Lewisboro School District information requests that involve a parent preference, you will be prompted for your preferences within the **PARTICIPANT** area. You will then be asked to sign off on those preferences in the **AGREEMENTS** area.

7. If it has not been pre-populated in the **PRIMARY** section of the **PARTICIPANT** area, enter the student's first and last name, date of birth, 2022-23 grade level and school.

Participant Information

New Participant

IMPORTANT NOTE: For those Katonah-Lewisboro School District summer mailing forms that involve a parent preference, you will be prompted for your preferences within the PARTICIPANT section here. You will then be asked to sign off on those preferences in the AGREEMENTS section, below.

Please note: for the purposes of Family ID, the "PARTICIPANT" is the student.

SELECT PARTICIPANT

New Participant

PARTICIPANT

* First name

* Last name

* Birth date

Month Day 2000

EDUCATION

* Grade (For academic year 2022/2023)

* School Name:

8. In the **ADDITIONAL** section of the **PARTICIPANT** area, select your preference for the **Unscheduled Early Closing** and **Media Permission** preferences. Please note that the Unscheduled Early Preference choices vary by school, and the Media Permission options have changed to an opt-out format this year.

ADDITIONAL

* **UNSCHEDULED EARLY CLOSING PREFERENCE:** In the case of an Unscheduled Early Closing, please dismiss my child as indicated (please select only one and provide signature in the AGREEMENTS section, below):

In the case of an Unscheduled Early Closing, schools close early due to a weather-related or a building facility malfunction, such as no water, heat, electricity, etc. With this type of closing, parent/guardian notification systems will be put into effect. Please provide signature in the AGREEMENTS section, below.

[Show less](#)

- ☐ Ride assigned bus home
- ☐ Walk home
- ☐ Drive his/her own car or be a passenger in a car driven by a sibling only

NEW MEDIA PERMISSION OPTIONS: This form provides the opportunity to let us know if you DO NOT wish your child to be included in KLSD media coverage. If no choice is selected, permission is assumed.

- ☐ I do not give permission for my student's name/photograph to be included in any media coverage including KLSD e-newsletters, websites, yearbook, social media and press releases.
- ☐ I give permission for my student's name/photograph to be included in the yearbook only.

Unscheduled Closing:

This field will pre-populate with last year's choice. Please change the selection if you wish to for this year.

Elementary only: For the Unscheduled Early Closing preference, your child may be dismissed with another child on the same bus. If you select this option, please note the other child's name and grade in the Dismiss With field.

If you have not selected the "Dismiss my child with another student" option, then please do not designate another student's name in the Dismiss With field. (You may enter N/A or just leave it blank).

New Media Permission Options:

Please note that the language of the choices has changed on this year's form, making it an opt-out. As a result, last year's choice will not pre-populate. If no choice is selected, then permission is assumed.

Other fields in the ADDITIONAL section:

Medication:

Will medication need to be administered to your child during the school day?

If "Y", please provide the new required Medication Form (found ... [Show more](#)

- ☐ Yes
☐ No

Medication Form upload

Please upload the completed Medication Form here (in PDF format ... [Show more](#)



Choose File

Or drag and drop here to upload files

If your child will be administered medication during the school day, please provide the Medication Form (in the POLICIES section) to your child's physician. Once completed it can be uploaded within this program or mailed/mailed to your child's school. **You will be prompted for the specific medication information in the Concerns and Comments section, below.**

Revised Digital Equity questions: To best serve students, families, and educators districts are being asked to collect information from families regarding digital equity in New York State. The questions have been revised this year, so last year's choices will not pre-populate. The district provides iPads to students in grades K-7 and MacBooks to grades 8-12.

The district provides iPads to gr K-7 students and MacBooks to gr 8-12. Please answer NY State DIG Q1-Q8 in reference to the 2022-23 school year. DIGQ1: What is the device your child uses most often to complete learning activities away from school?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ MacBook / Other Laptop
☐ iPad / Other Tablet
☐ Chromebook
☐ Smartphone
☐ Desktop
☐ No Device

DIGQ2: Who is the provider of the primary learning device in Q1? (This can be the school-provided device or another device, whichever the student will most often use to complete their schoolwork.)

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ School
☐ Personal
☐ No Device

DIGQ3: Is the primary learning device (in Q1) shared with anyone else in the household?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Not Shared
☐ Shared
☐ No Device

DIGQ4: Is the primary device (in Q1) sufficient for your child to fully participate in all learning activities away from school?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Yes
☐ No

DIGQ5: Is your child able to access the internet in their primary place of residence?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Yes
☐ No

DIGQ6: What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Availability
☐ Cost
☐ Other
☐ None

DIGQ7: What is the primary type of internet service used in your child's primary place of residence?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Cellular
☐ Community Wi-Fi
☐ Dial-Up
☐ DSL
☐ Mobile Hotspot
☐ Residential Broadband
☐ Satellite
☐ Other
☐ None

DIGQ8: In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?

Please answer the question in reference to the upcoming 2022-2 ... [Show more](#)

- ☐ Yes
☐ No

For more information on the purpose of this data collection, please go to: [NYSED Digital Equity Survey](#)

9. If the information in the **PHYSICIANS** area has not pre-populated or has changed, enter information regarding your child's **primary care physician and dentist**. Please note: Physical exams are required for grades K, 1, 3, 5, 7, 9, 11 and all new entrants. Only the NYS School Health Examination Form or an electronic health record equivalent can be accepted for physicals conducted on or after January 31, 2021. **If your child was in one of the required grades last year, please do not send the same document this year.** Please let us know if you will be sending a copy of a physical to your school nurse email address.

PRIMARY CARE PHYSICIAN

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Work phone	
<input type="text" value="+1"/> example: (201) 555-0123	
Date of last physical exam (from the past twelve months). (Physical exams are required for grades K, 1, 3, 5, 7, 9, 11 and all new entrants)	* Physical Exam: If your child was in one of the required grades last year, please do not send the same document this year. Will you be sending a required/updated physical to jhsnurse@klschools.org ? (Select Show More for a live link). Please email the completed physical to jhsnurse@klschools.org
<input type="text" value="mm-dd-yyyy"/>	
	The Required NY State Health Examination form can be found here: http://www.p12.nysed.gov/sss/documents/health-exam-form.pdf
	If you encounter any issues with email, you may also send the form in hard copy to the child's school, or fax it to 763-6572. Please do not send a physical that has already been submitted in a 2022-23 Fall Athletics registration, or if you have previously submitted the same date-stamped version of the physical.
	Show less
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

DENTIST

First name	Last name
<input type="text"/>	<input type="text"/>
Work phone	
<input type="text" value="+1"/> example: (201) 555-0123	

OTHER

First name	Last name
<input type="text"/>	<input type="text"/>

10. In the **CONCERNS and COMMENTS** area, enter information regarding your child's medical issues, allergies and/or medications. These fields are required, so select No for each if none of these conditions apply.

CONCERNS AND COMMENTS

Please indicate whether or not your child has specific medical issues, allergies, and/or takes any medication(s).

* Health/Medical

Specific Medical Issues

* Specific Medical Issues (249 characters)

Asthma

Allergies

Medications

11. In the **POLICIES** area, review all the policies and information updates.



12. In the **AGREEMENTS** area, you will sign off electronically on:

Those agreements for which you provided a selection in the PARTICIPANT area:

- a. Unscheduled Early Closing
- b. Media Permission (if no selection was made, then permission is assumed)

Those agreements that require both a parent and student signature:

- a. District Code of Conduct (with BOE-approved revisions for 2022-23)
- b. Technology Responsible Use Agreement (HS and MS students)*

Please note that the Elementary Be Your Best Handbook has been removed and will be distributed in August.

Those agreements that require only a parent signature:

- a. Technology Responsible Use Agreement (Elementary students)*
- b. Parents' Bill of Rights for Data Privacy
- c. PTA/PTO Student Directory
- d. Military/Withholding of Consent (HS only)

Although the program requires that the Military Form release be completed for all HS students, the choice is stored in the student system only for students in grade 11 and 12.

13. Click the **Save & Continue** button when your form is complete. **There is no fee for completing the summer mailing**, but we are unable to remove the "No Fee" text. Please review your registration summary and select the green **Submit Registration** button. You will receive a completion email from FamilyID confirming your registration. You may log in at **www.familyid.com** at any time to update your information and to check your registration(s).

14. To register another student, click on **Register Another Person**. Select OK on the **Required Signatures** prompt and select the **Dashboard** tab at the top of the screen. Type the full name of the school into the **"I want to register for a program at"** field (ex. John Jay Middle School) and select **Find**. Select the **Summer Mailing Forms** link for your next child's 2022-23 school. Please be sure to select the correct school's program, as they are grade-level specific.

15. If you have no additional students to register, simply sign out.

16. If you need to go back in at a future date to upload a physical form, for example, please be sure to edit the existing registration for your child, and not create a new one.

IMPORTANT ADDITIONAL INFORMATION

The information that you provide to Family ID is not automatically fed to the student system or the Connect-Ed calling system and is not maintained by school district personnel. All updates must be done by the parent/guardian.

If you would prefer not to participate in Family ID, please download the forms from the Quick Links section of your child's 2022-23 school eChalk website (www.klschools.org – Our Schools). Once completed, the forms can be scanned and emailed to the klschools email address below, or the hard copies can be mailed.

***Important:** If your child's signed RUP is not received by the time that 2022-23 schedules are released, he/she will not have access to network resources when school resumes in September.

FAMILY ID SUPPORT:

If you need assistance with the software, please contact FamilyID at: support@familyid.com or 888-800-5583 x1. Support is available 7 days per week and messages will be returned promptly.

KATONAH-LEWISBORO SUPPORT:

If you have school-related questions, please email the Main Office of your child's 2022-23 school, using the email address(es) below.

Please send an email to the email address for your school (below) if:

- You do not have access to online resources, and would like to schedule a visit so that resources can be provided, or
- You would prefer to continue to submit paper forms.

HS: summerjjhs@klschools.org

IMES: summerimes@klschools.org

MPES: summermpes@klschools.org

MS: summerjjms@klschools.org

KES: summerkes@klschools.org

Please use the information above to log in to FamilyID and complete the forms by Monday, August 1st.