

**KATONAH-LEWISBORO SCHOOL DISTRICT
GRADES 1-12 REGISTRATION 2020-2021
STEP-BY-STEP GUIDE**

Please use the information below to log in to FamilyID and complete and submit the registration for your child as soon as it is convenient, but no later than **Friday, Aug 28th**.
(The FamilyID privacy policy can be found here: [Privacy Policy](#))

Please select this link to start the process: [Katonah-Lewisboro Grades 1-12 Registration 2020-2021](#). For future reference, the link can also be found on the **District Info>Registration** page of the district website www.klschools.org. Once at the Family ID website, please select either Create Account or Log In from the upper-right of the screen.



If you are logging in with an existing FamilyID account:

(Please select this option if you have participated in a FamilyID registration program in the past, either at Katonah-Lewisboro, or with a previous school).

- A “Forgot Password” option is available if you need it.
- If your email address has changed since you last used the account, log in using your **old** email address, then update your profile with the **new** email address or your mobile number.

If you are creating a new FamilyID account:

(Please select this option if you have not participated in a FamilyID registration program in the past, either at Katonah-Lewisboro, or with a previous school).

- Create your secure FamilyID account by entering the parent/guardian first and last names, email address, password and phone number. Select the “I Agree to the FamilyID Terms of Service” check box. In the event you would like to view it, the FamilyID Privacy Policy can be found here: [FamilyID Privacy Policy](#) . Select **Create Account**.
- You will receive an email with a link to activate your new account. If you do not see the email, please check your email filters and Spam or Junk Mail folder. The sender email address to look for is notifications@familyid.com. Click on the link in your activation E-mail, which will then log you in to FamilyID.com.

Once you have logged in, please scroll to the top of the page to read through the important introductory notes, and then select Register Now.

Completing the Katonah-Lewisboro Grades 1-12 Registration for 2020-2021

- Please read the introductory information thoroughly, as having all required forms readily available ahead of time will make the process go more smoothly. Should you discover that you are missing a required form during the process, you may save your work and log back in later to complete and submit it.
- When you are ready to begin, select **Register Now**, which will take you to the **SECTIONS** area. Select the school that your 2020-21 child will be entering. If you are new to the area or are unsure of which school you are zoned for, please send an email to the Registrar, Erin McMahon, at emcmahon@klschools.org.

Sections		
Please select the school your student will be attending in the fall of 2020.		
<input type="checkbox"/> John Jay High School Minimum grade 9; Maximum grade 12	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> John Jay Middle School Minimum grade 6; Maximum grade 8	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> Increase Miller Elementary School Minimum grade 1; Maximum grade 5	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> Katonah Elementary School Minimum grade 1; Maximum grade 5	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> Meadow Pond Elementary School Minimum grade 1; Maximum grade 5	September 09, 2020 to June 25, 2021	No fee

- In the **Participant Information** area, the **participant** is your child. If you have other children for whom you have completed a KLSD FamilyID registration program in the past (and are using the same FamilyID account), their name(s) will appear in the “Click here to SELECT or CREATE a participant” drop-down. Please use the drop-down arrow to the right and select the **Create New Participant** option for your 2020-21 student.

Participant Information

*Please note: The “participant” is the student.

[Click here to SELECT or CREATE participant](#)

- **As you enter the requested information going forward, please note that all required documents are noted as such.** If you are unable to create PDFs of your required documents, you may be able send copies of your documents via USPS mail; however, unless you send it by a traceable method we may not be able to confirm receipt and it may slow down the registration process.
- Please enter your child’s information in the **PRIMARY** section of **Participant Information**. Please note that the Documentation of Age is required. Please see the introductory paragraph within the program for acceptable proof of age documents.

Participant Information

*Please note: The "participant" is the student.

[Click here to SELECT or CREATE participant](#)

PRIMARY

* First name

* Last name

Middle name

* Birth date

Month Day 2000

* Gender

Birthplace (255 characters)

Documentation of Age - required

Please see description above for acceptable proof of age documentation.

[Choose File](#)

Other Gender, please specify here (255 characters)

- Please answer the questions in the **ADDITIONAL** section of **Participant Information** and upload the required files. The introductory paragraph within the program lists the acceptable proof of residency documents. Use the highlighted "Show More" to see a full description of the field. If one of the proofs of residency that you are submitting is the Property Owner/Landlord Statement or Third Party Residency Statement, then that will serve as your 3rd proof of residency (in this case, there is no need to upload anything into the "Proof of Residency #3 field"). The required Home Language Questionnaire is a fillable form: please download it to your device, save it when completed, and then upload it to FamilyID. The forms that you need to complete/upload are located within the **POLICIES** section of the program. Please scroll down to get to those forms.

ADDITIONAL

* Is the student Hispanic, Latino or of Spanish origin? (Select "Show More" to see a full description)

Hispanic, Latino or of Spanish origin means a person of Cuban, ... [Show more](#)

- Yes, Hispanic
 No, Not Hispanic

Proof of Residency #1 (required)

Please see description above for acceptable proof of residency documentation.

[Choose File](#)

Proof of Residency #3 (required *see exception in "Show More")

Please see description above for acceptable proof of residency ... [Show more](#)

[Choose File](#)

* Please check one or more races from the following five racial groups.

Check all groups that apply to your child. Please check (✓) at least ONE box (Select "Show More" to see a full description)

American Indian or Alaska Native: A person having origins in any ... [Show more](#)

- American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White

Proof of Residency #2 (required)

Please see description above for acceptable proof of residency documentation.

[Choose File](#)

Property Owner / Landlord Statement (if applicable)

From the POLICIES section below, please download the Property ... [Show more](#)

[Choose File](#)

<p>Third Party Residency Statement (if applicable) From the POLICIES section below, please download the Third Party ... Show more</p> <p>Choose File</p>	<p>NYS Health Examination Form - (required - incoming grades K, 1, 3, 5, 7, 9, 11) From the POLICIES section below, please read the KLSH Health ... Show more</p> <p>Choose File</p>
<p>NYS Dental Health Certificate (incoming grades K, 2, 4, 7, 10) (optional) Optional: From the POLICIES section below, please download the ... Show more</p> <p>Choose File</p>	<p>Home Language Questionnaire (HLQ) (required) From the POLICIES section below, please download the Home ... Show more</p> <p>Choose File</p>
<p>Campus Parent - Portal Sign-Off (recommended) I have read, understand and agree to the terms outlined in Pages ... Show more</p> <p><input type="radio"/> Yes, I agree to the terms. I wish to have access to Campus Parent.</p> <p><input type="radio"/> No, I do not agree to the terms. I do not wish to have access to Campus Parent.</p>	<p>PTA/PTO Release (recommended) As a new family to the district, I give permission to the ... Show more</p> <p><input type="radio"/> Yes, I give permission to the Katonah-Lewisboro School District to release my contact information as outlined above</p> <p><input type="radio"/> No, I do not give permission to the Katonah-Lewisboro School District to release my contact information as outlined above</p>
<p>Sibling 1 Last Name (255 characters)</p> <input type="text"/>	<p>Sibling 1 First Name (255 characters)</p> <input type="text"/>
<p>Sibling 1 Birth Date</p> <input type="text" value="mm-dd-yyyy"/>	<p>Sibling 1 School/Grade - 2020/2021 (255 characters)</p> <input type="text"/>

- In the **EDUCATION** section of **Participant Information**, select your child's 2020-21 grade level from the drop-down, then upload:
 - a. Your child's most recent Report Card (If the most recent prior school attendance was in grades K-8)
 - b. Your child's most recent Transcript (If the most recent prior school attendance was in grades 9-12)
 - c. The required Release of Information from Former School. The release is a fillable form: please download it to your device, save it when completed, and then upload it to FamilyID in this section. The form is located within the **POLICIES** section of the program. Then provide information regarding the former school(s).

Additionally, the Yes/No IEP-related question is required. You will be asked to provide a copy of the IEP to the district at a later date.

EDUCATION

* Grade (For academic year 2020/2021)

<p>Most Recent Report Card (If child's most recent prior school attendance was in grades K-8) If child's most recent prior school attendance was in grades ... Show more</p> <p>Choose File</p>	<p>Most Recent Transcript (If child's most recent prior school attendance was in grades 9-12) If child's most recent prior school attendance was in grades K-8, ... Show more</p> <p>Choose File</p>
<p>* Does your child have an IEP? (See description) An IEP is an Individualized Education Program: a written document ... Show more</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Release of Information From Former School (required) From the Policies section, please download the Release of ... Show more</p> <p>Choose File</p>
<p>Previous School #1 - Name of School - most recent (255 characters)</p> <input type="text"/>	<p>Previous School #1 - Dates To/From</p> <p><input type="text" value="Start Previous School #1 -"/> <input type="text" value="End Previous School #1 -"/></p>
<p>Previous School #1 - Grade Level(s) (255 characters)</p> <input type="text"/>	<p>Previous School #1 - Location (Country/City/State) (255 characters)</p> <input type="text"/>

- Complete the fields in the **PARTICIPANT ADDRESS** section. Please enter the information for your child’s primary (required) and secondary (optional) address. If a stepparent resides in the student’s primary household, please provide the stepparents name in the designated field. The first McKinney-Vento question is required. Please see questions 2 and 3 if you respond to question 1 with a “yes”. Please upload the Migrant Education Program, Special Home Circumstances and Foster Parents forms if applicable, and provide information regarding the child’s previous address(es).

PARTICIPANT ADDRESS

HOME ADDRESS

* Address Address line 2

* City * State

* Zip/Postal code

* Student Resides With *Please indicate Stepparent name (from previous field) (255 characters)

* McKinney Vento Questionnaire - Question #1 (required). If answer is "Yes", please see questions #2 and #3. This questionnaire is intended to address the McKinney-Vento ... [Show more](#)
 Yes
 No

McKinney Vento Questionnaire - Question #2
 If you answered "No" to question (1), please disregard this ... [Show more](#)
 Yes
 No

McKinney Vento Questionnaire - Question #3
 If you answered "No" to questions (1) and (2), please disregard ... [Show more](#)

NYS Migrant Education Program (if applicable)
 From the POLICIES section below, please download the NYS Migrant ... [Show more](#)

Special Home Circumstances form (if applicable)
 From the POLICIES section below, please download the Special Home ... [Show more](#)

Special Home Circumstances legal document (if applicable)
 Once the Special Home Circumstances form has been completed and ... [Show more](#)

Foster Parent or Foster Care form (if applicable)
 From the POLICIES section below, please download the Foster ... [Show more](#)

Foster Parent or Foster Care DSS-2999 (if applicable)
 Once the Foster Parent or Foster Care form has been completed and ... [Show more](#)

Previous Home Address #1 - Full Address - most recent (255 characters)

Previous Home Address #1 - Dates To/From - most recent

Previous Home Address #2 - Full Address (255 characters)

Previous Home Address #2 - Dates To/From

- Enter information for the **FIRST PARENT GUARDIAN** (required) and **SECOND PARENT GUARDIAN** (optional). The first parent/guardian listed must live with the student. If you select “Parent/Guardian Same Address as Participant /Student”, the address fields will not pre-fill, but you may bypass them.

First Parent or Guardian	Second Parent or Guardian
<p>Parent/guardian that the student lives with.</p> <p>Select "Parent/Guardian 1 Same Address as Participant (Student)" if applicable. If you select this option, do not be concerned that address fields do not pre-fill.</p>	<p>Select "Parent/Guardian 2 Same Address as Participant (Student)" if applicable. If you select this option, do not be concerned that address fields do not pre-fill.</p>
PARENT/GUARDIAN	
<p>* First name <input type="text"/></p> <p>* Last name <input type="text"/></p> <p>Relationship <input type="text"/></p> <p>Parent/Guardian 1 Birth Date <input type="text" value="mm-dd-yyyy"/></p> <p>Parent/Guardian 1 Marital Status <input type="text"/></p> <p> <input type="radio"/> Parent/Guardian 1 Same Address as Participant (Student) <small>Check here if the first parent/guardian has the same address as ... Show more</small> <input type="radio"/> Same Address as Participant (Student) </p>	<p>SECOND PARENT/GUARDIAN</p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Relationship <input type="text"/></p> <p>Parent/Guardian 2 Birth Date <input type="text" value="mm-dd-yyyy"/></p> <p>Parent/Guardian 2 Marital Status <input type="text"/></p> <p> <input type="radio"/> Parent/Guardian 2 Same Address as Participant (Student) <small>Check here if the second parent/guardian has the same address as ... Show more</small> <input type="radio"/> Same Address as Participant (Student) </p>

PRIMARY ADDRESS

Address <input type="text"/>	Address line 2 <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Zip/Postal code <input type="text"/>	
Email <input type="text"/>	Home phone <input type="text" value="+1 example: (201) 555-0123"/>
Cell phone <input type="text" value="+1 example: (201) 555-0123"/>	
Work phone <input type="text" value="+1 example: (201) 555-0123"/>	

- In the **EMERGENCY CONTACTS** area, **enter non-parent/guardian** emergency information for those contact(s) that the nurse can reach out to if the parent/guardian is not available. This contact should be local and willing to pick up your child.

Emergency Contacts

Please enter the information for a non-household contact for the child, who can be reached when a parent/guardian is not available.

FIRST EMERGENCY CONTACT

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

SECOND EMERGENCY CONTACT

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

- All the forms that are referenced throughout the registration process are located in In the **POLICIES** area. When you select one to view, a new window will open, and your registration will not close.

Policies

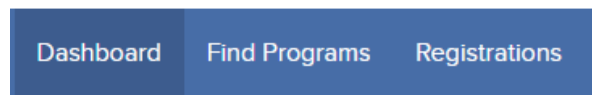
Please click the links below to review the policy documents in a popup window. Clicking will not take you out of the registration process.

- Required - Home Language Questionnaire
- Required - NYS Health Examination Form
- Required - Release of Information From Former School
- Recommended - Campus Parent - Portal Agreement
- Optional - NYS Dental Health Certificate
- If Applicable - Foster Parent or Foster Care
- If Applicable - NYS Migrant Education Program
- If Applicable - Property Owner / Landlord Statement
- If Applicable - Third Party Residency Statement
- If Applicable - Special Home Circumstances
- Informational - KLSO Health Office Information

- In the **AGREEMENTS** area, you will electronically acknowledge that the information you have provided is true.
- Click the **Save & Continue** button when your form is complete. 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).

Once you have submitted your child’s registration:

- 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 **Katonah-Lewisboro** into the **“I want to register for a program at”** field, select **New York** from the drop-down and select Find.

I want to register for a program at:

Type organization name or keyword to find a program.

Katonah-Lewisboro

New York

Find

Select the **Katonah-Lewisboro Grades 1-12 Registration 2020-2021** program and start the process again.

- If you have no additional students to register, simply sign out.
- If you need to go back at a future date to upload an additional form or update information, please be sure to search for the **Katonah-Lewisboro Grades 1-12 Registration 2020-2021** and edit the existing registration for your child. Please do not create a new one.

IMPORTANT ADDITIONAL INFORMATION

- **If you would prefer not to participate in Family ID**, please download the forms from the **District Info>Registration** page of the Katonah-Lewisboro website (www.klschools.org) and mail copies of the documents via USPS mail. Please send by a traceable method, or we may not be able to confirm receipt and it may slow down the registration process.
- **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 any questions regarding the fulfillment of the District's residency requirements or are homeless, please contact the District Registrar, Erin McMahon, at emcmahon@klschools.org.

Please use the information above to log in to FamilyID and complete the forms by Friday, Friday, Aug 28th.