

**KATONAH-LEWISBORO SCHOOL DISTRICT  
2020-2021 KINDERGARTEN REGISTRATION  
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, May 29<sup>th</sup>.

The FamilyID privacy policy can be found here: [Privacy Policy](#)

**If you received an email invitation from the district to register your child, please start here:**  
**(If you did not receive an invitation, see paragraph below)**

- The invitation would have come from the District Registrar Erin McMahon, with the sending address **Erin McMahon <notifications@FamilyID.com>**
- The email was sent on May 5, 2020. Please be sure to check your Junk Mail and Spam folders if you feel that you should have received it.
- If you received the email but wish for another parent/guardian to complete the process instead, simply forward the email to them.
- The invitation link can be used only until you have successfully logged in. After that, please just log in to [FamilyID](#)

Use the “**Accept This Invitation**” link in the invitation email or on the website to either set up a new Family ID account (if you have not previously participated in the FamilyID process) or log in to your existing account.

**If you did not receive invitation from the district to register your child:**

We were not yet aware of your incoming kindergarten student, or we do not have your email address on file. Please select this link to start the process: [Katonah-Lewisboro Kindergarten 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](http://www.klschools.org)).

**All Parents:**

**If you log in to an existing FamilyID account:**

- 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, and update your profile with the **new** email address or your mobile number.

When you log in, you will be prompted to make sure your information matches the data your school has provided, if any. 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 the district 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. Once the data matching has been completed, select the box to certify that you are 18 years of age or older and select **Accept Invitation**.

The screenshot shows the FamilyID registration interface. At the top, it says "FamilyID". Below that, a heading reads "Let's make sure your info matches the data YourSchool provided!". A sub-heading states: "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 showing "Mike Smith". To the right of this is another dropdown menu labeled "[select how name should appear]" with "Mike Smith" selected. Below these is a "SELECT" button. At the bottom left, there is a checkbox for "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." and an "Accept Invitation" button at the bottom center.

**If you are creating a new FamilyID account:**

(Please select this option **ONLY** if you did not participate in the FamilyID Summer Mailing process in previous year(s), and/or if you have never registered a child in one of the JJHS/MS Athletics programs)

- Create your secure FamilyID account by entering the parent/guardian first and last names, E-mail address and password. 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 don't 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](mailto:notifications@familyid.com). Click on the link in your activation E-mail, which will then log you in to FamilyID.com.

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. Select the box to certify that you are 18 years of age or older and select **Accept Invitation**.

**Completing the Katonah-Lewisboro Kindergarten Registration 2020-2021 Registration**

- 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 kindergarten 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](mailto:emcmahon@klschools.org).

Sections		
Please select the school your student will be attending in the fall of 2020.		
<input type="checkbox"/> <b>Increase Miller Elementary School</b> Minimum grade K; Maximum grade K	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> <b>Katonah Elementary School</b> Minimum grade K; Maximum grade K	September 09, 2020 to June 25, 2021	No fee
<input type="checkbox"/> <b>Meadow Pond Elementary School</b> Minimum grade K; Maximum grade K	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 the KLSD Summer Mailing 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 kindergarten 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**

<p><b>* First name</b></p> <input style="width: 95%;" type="text"/>	<p><b>* Last name</b></p> <input style="width: 95%;" type="text"/>			
<p>Middle name</p> <input style="width: 95%;" type="text"/>	<p><b>* Birth date</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month <span style="float: right;">▼</span></td> <td style="width: 33%;">Day <span style="float: right;">▼</span></td> <td style="width: 33%;">2000 <span style="float: right;">▼</span></td> </tr> </table>	Month <span style="float: right;">▼</span>	Day <span style="float: right;">▼</span>	2000 <span style="float: right;">▼</span>
Month <span style="float: right;">▼</span>	Day <span style="float: right;">▼</span>	2000 <span style="float: right;">▼</span>		
<p><b>* Gender</b></p> <input style="width: 95%;" type="text"/>	<p>Documentation of Age - required Please see description above for acceptable proof of age documentation.</p> <div style="text-align: right;">Choose File</div>			
<p>Birthplace (255 characters)</p> <input style="width: 95%;" type="text"/>	<p>Student Information Form - required From the POLICIES section below, please download the fillable ... <a href="#">Show more</a></p> <div style="text-align: right;">Choose File</div>			
<p>Other Gender, please specify here (255 characters)</p> <input style="width: 95%;" type="text"/>				

- 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 3<sup>rd</sup> proof of residency (in this case, there is no need to upload anything into the “Proof of Residency #3 field) . The 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

<p><b>* Is the student Hispanic, Latino or of Spanish origin? (Select "Show More" to see a full description)</b> Hispanic, Latino or of Spanish origin means a person of Cuban, ... <a href="#">Show more</a></p> <p><input type="radio"/> Yes, Hispanic <input type="radio"/> No, Not Hispanic</p>	<p><b>* 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)</b> American Indian or Alaska Native: A person having origins in any ... <a href="#">Show more</a></p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White</p>
<p><b>Proof of Residency #1 (required)</b> Please see description above for acceptable proof of residency documentation.</p> <div style="text-align: right;">Choose File</div>	<p><b>Proof of Residency #2 (required)</b> Please see description above for acceptable proof of residency documentation.</p> <div style="text-align: right;">Choose File</div>
<p><b>Proof of Residency #3 (required *see exception in "Show More")</b> Please see description above for acceptable proof of residency ... <a href="#">Show more</a></p> <div style="text-align: right;">Choose File</div>	<p><b>Property Owner / Landlord Statement (if applicable)</b> From the POLICIES section below, please download the Property ... <a href="#">Show more</a></p> <div style="text-align: right;">Choose File</div>

<p><b>Third Party Residency Statement (if applicable)</b> From the POLICIES section below, please download the Third Party ... <a href="#">Show more</a></p> <p><b>Choose File</b></p>	<p><b>NYS Health Examination Form - (required - incoming grades K, 1, 3, 5, 7, 9, 11)</b> From the POLICIES section below, please read the KLSJ Health ... <a href="#">Show more</a></p> <p><b>Choose File</b></p>
<p><b>NYS Dental Health Certificate (incoming grades K, 2, 4, 7, 10) (optional)</b> Optional: From the POLICIES section below, please download the ... <a href="#">Show more</a></p> <p><b>Choose File</b></p>	<p><b>Home Language Questionnaire (HLQ) (required)</b> From the POLICIES section below, please download the Home ... <a href="#">Show more</a></p> <p><b>Choose File</b></p>
<p><b>Campus Parent - Portal Sign-Off (recommended)</b> I have read, understand and agree to the terms outlined in Pages ... <a href="#">Show more</a></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><b>PTA/PTO Release (recommended)</b> As a new family to the district, I give permission to the ... <a href="#">Show more</a></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><b>Sibling 1 Last Name (255 characters)</b></p> <input type="text"/>	<p><b>Sibling 1 First Name (255 characters)</b></p> <input type="text"/>
<p><b>Sibling 1 Birth Date</b></p> <input type="text" value="mm-dd-yyyy"/>	<p><b>Sibling 1 School/Grade - 2020/2021 (255 characters)</b></p> <input type="text"/>

- In the **EDUCATION** section of **Participant Information**, select grade K from the drop-down, and upload the Release of Information from Former School (including preschool), if applicable. Then provide information regarding the former school(s).

**EDUCATION**

\* Grade (For academic year 2020/2021)

Did child attend preschool?

Yes

No

**Release of Information from Former School, including preschool (if applicable)**  
From the POLICIES section below, please download the Release of ... [Show more](#)

**Choose File**

**Previous School #1 Attended - Name of School - most recent (255 characters)**

**Previous School #1 Attended - Dates To/From - most recent**

**Previous School #1 Attended - Grade Level(s) - most recent (255 characters)**

**Previous School #1 Attended - Location (Country/City/State) - most recent (255 characters)**

- 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](#)

[Choose File](#)

Special Home Circumstances form (if applicable)

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

[Choose File](#)

Special Home Circumstances legal document (if applicable)

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

[Choose File](#)

Foster Parent or Foster Care form (if applicable)

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

[Choose File](#)

Foster Parent or Foster Care DSS-2999 (if applicable)

Once the Foster Parent or Foster Care form has been completed and ... [Show more](#)

[Choose File](#)

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

Parent/guardian that the student lives with.

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.

PARENT/GUARDIAN

\* First name

\* Last name

Relationship

Parent/Guardian 1 Birth Date

Parent/Guardian 1 Marital Status

Parent/Guardian 1 Same Address as Participant (Student)

Check here if the first parent/guardian has the same address as ... [Show more](#)

Same Address as Participant (Student)

### Second Parent or Guardian

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.

SECOND PARENT/GUARDIAN

First name

Last name

Relationship

Parent/Guardian 2 Birth Date

Parent/Guardian 2 Marital Status

Parent/Guardian 2 Same Address as Participant (Student)

Check here if the second parent/guardian has the same address as ... [Show more](#)

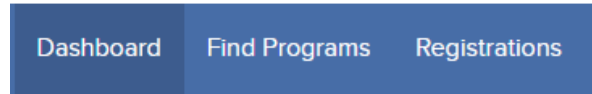
Same Address as Participant (Student)

- 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.

- 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.

- 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).

- 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.

A search form with the title "I want to register for a program at:". Below the title is a text input field containing "Katonah-Lewisboro", a dropdown menu showing "New York", and a blue "Find" button. A small placeholder text "Type organization name or keyword to find a program." is visible above the input field.

Select the **Katonah-Lewisboro Kindergarten 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 Kindergarten 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](http://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](mailto: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](mailto:emcmahon@klschools.org).

**Please use the information above to log in to FamilyID and complete the forms by Friday, May 29th.**