

We hope you are having an enjoyable summer and would like to provide you with some important updates regarding the **Summer Mailing** and access to the **Parent Portal**:

Summer Mailing

Please submit required forms by Monday, July 22nd. We will continue to use FamilyID ([FamilyID](#)) for the summer mailing form updates. Their Privacy Policy can be found here: [FamilyID Privacy Policy](#) .

New this year: Tomorrow you will be receiving a FamilyID invitation email from each of the schools in which you have children enrolled for the 2019-20 school year. It will be sent from **SummerYourSchoolHere@klschools.org** with subject line: ***ACTION REQUIRED: For First Last from YourSchoolHere (Summer Mailing Forms only)***. Select the email link to either log in to your existing FamilyID account or create a new one, and complete the FamilyID process for all of your children by **Monday July 22nd**.

Helpful links below: Please see the links at the bottom of this message for notes on (a) accepting the invitation and starting the new process and (b) completing the 2019-20 registration process for your child(ren).

Please note:

- **We will send another Connect-Ed message tomorrow**, once the invitations have been sent. Please check your Spam/Junk Mail folder if one of the guardians in your household does not receive the invitation at that time.
- **Please wait until you receive the invitation to log in to Family ID.** The program will not be live until the invitation is sent.
- If you have a child in more than one school, it does not matter which link you start with, and once you are in the program, you will be able to select another school's link without logging out and/or opening each school's email.
- If you receive 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 your first successful login. After that, please just log in to [FamilyID](#).
- If your email address has changed since last year at this time, log in using your **old** email address, and update your profile with the **new** email address or your mobile number. If you decide not to enter either of these, then all password changes will need to be made by calling Family ID support directly.

Changes that have been made to the program this year:

- We have added a confirmation that the individual submitting the data is at least 18 years of age;
- We have added a confirmation regarding changes that may have been made to guardian contact data. To better ensure accurate information is available in all systems, please also submit these updates in the [Parent Portal](#). Documentation for the Parent Portal is located on the [Technology Department](#) page of the website;
- We have added a confirmation regarding changes that may have been made to emergency contact data.
- The Code of Conduct has been updated to reflect BOE-approved changes for 2019-20;
- The Be Your Best Handbook and sign-off have been added to the elementary school registration on FamilyID. There is no need to download/print the Commitment Statement, as you will acknowledge the statement electronically in the Agreements section of FamilyID.
- The MS Handbook has been updated for 2019-20;
- We have added address fields that were not there last year. Important: If your child's address has changed since 2018-19, please call the District Registrar at 763-7050, as only she can make this update in the student system;
- We have added a choice to the Media Form, so that release can now be provided based on whether or not the **child's name** is included in the publications;
- The MS Unscheduled Closing Form now has an option for students to ride home with their HS sibling **ONLY**;
- The contact information for Emergency Contact #1 is now required, so that nurses can more easily reach contacts in the case of an emergency. If there is no out-of-household contact to be entered, re-enter the parent/guardian information.

- 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;

Important note: If your child's signed RUP is not received by the time that 2019-20 schedules are released, he/she will not have access to network resources upon their arrival to school in September.

If you would prefer not to participate in Family ID, please download the forms from the Quick Links section of your child's 2019-20 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.

HS: summerijhs@klschools.org IMES: summerimes@klschools.org MPES: summermpes@klschools.org
MS: summerjjms@klschools.org KES: summerkes@klschools.org

Parent Portal

The last day to view the 2018-19 schedules, report cards and attendance (HS) on the portal is Friday, July 19th. As FamilyID is not linked to the student system or the Parent Portal, please also submit any household and student updates to the Portal by Monday, July 22nd (as referenced above).

The 2018-19 end-of-year report cards will soon be posted to the Campus Backpack tab, but you may want to download report cards that you need for your child's participation in the town's fall sports programs. After July 19th, you will still be able to log in to the Portal, but will only be able to view announcements and your household and student information.

The Parent Portal and Campus Backpack programs will be updated with a new look this summer. More information will follow once the updates have been completed.

FAMILY ID program support: please send an email to support@familyid.com or call 888-800-5583 x1

PARENT PORTAL support: please send an email to parentportal@klschools.org or call 914-763-7095

KATONAH-LEWISBORO student information support: please contact the Main Office of your child's 2019-20 school

Thank you and enjoy the rest of your summer.

Christopher Nelson
Director of Technology