

Step 1. - Parent Connect – Please read all instructions first. You will then begin by logging into Parent Connect and have forms to fill out and submit. You will also be able to view/print your student’s schedule (Junior High/High School) or view your student’s teacher for next year (Middle School and Elementary).

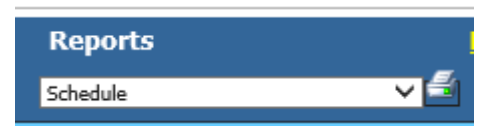
Middle School and Elementary

Your **student’s teacher** will be indicated in the field labeled “Teacher” under the Student Information.

Student Information	
ID Number	123053
Student Last Name	CRANER
Student First Name	HALEY
Student Middle Name	
House Number	
Street Direction	
Street Address	2215 N 1400TH PL
City	Claremont, IL
State Province	IL
Zip Code	62220
Home Phone	1212 833-3294
Grade Year of Grad or Setting	08
Sex	F
Ethnic Code	08
Birth Date	01/07/2004
Entry Date	08/21/2017
Entry Code	
Exit Date	
Exit Code or Reason	
School Location	4
Home Room	849
Teacher	Teacher's Last Name
Parent Full Time	1
Home	
TV School Location	4
Master email	

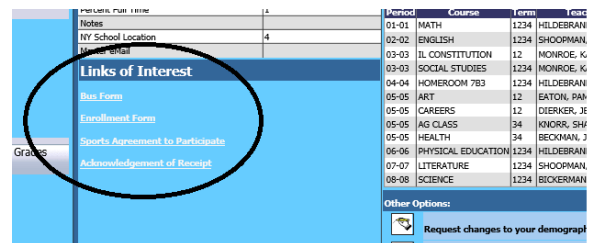
High School and Junior High

Your student’s **locker/combo and schedule** can be printed from here. At the top of the page it will say “Select Report”. Choose schedule and click the printer icon.



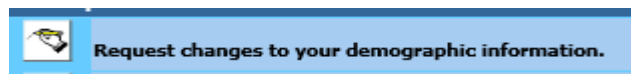
1. Sign into Parent Connect.
2. On the bottom left of the screen you will see links for the following forms:

- a. Acknowledgement of Receipt
- b. Bus Form
- c. Enrollment Form
- d. Sports Agreement to Participate
- e. Health Form



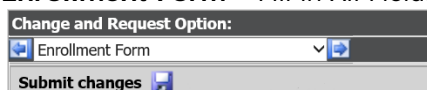
*****Open and read each of these links. The student information in them will be blank but in the next step you will be entering the data and electronically signing off on all information/permission in each form.**

3. Next choose



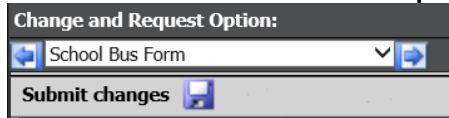
4. Fill out all of the Forms. At the end of each form choose Submit changes. Use blue arrows to advance forms.

- a. **Enrollment Form** – Fill in All Fields and Submit Changes



****The majority of data on the next two forms will be pulled from the Enrollment information entered on previous form.**

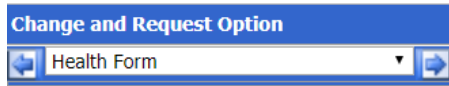
- b. **Bus Form – Fill in information pertaining to your route and submit changes.**



The screenshot shows a web interface with a dark header bar containing the text "Change and Request Option:". Below this is a dropdown menu with "School Bus Form" selected. To the right of the dropdown is a blue arrow icon. Below the dropdown is a button labeled "Submit changes" with a small icon to its right.

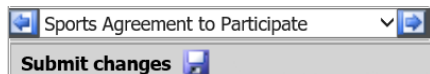
(continue on next page)

- c. Health Form and Health Form 2 – Fill in information pertaining to your students, health, medication, allergies, and nurse communication.



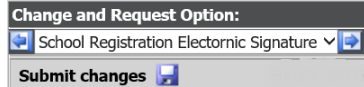
The screenshot shows a web interface with a blue header bar containing the text "Change and Request Option:". Below this is a dropdown menu with "Health Form" selected. To the right of the dropdown is a blue arrow icon.

- d. **Sports and Activities Agreement to Participate and Medical Authorization – (HS and JH students participating in sports and activities)**



The screenshot shows a web interface with a dropdown menu containing "Sports Agreement to Participate". Below the dropdown is a button labeled "Submit changes" with a small icon to its right.

- e. **School Registration Electronic Signature** – This acts as your signautre. Sign Yes to all fields for the upcoming school year.



The screenshot shows a web interface with a dark header bar containing the text "Change and Request Option:". Below this is a dropdown menu with "School Registration Electornic Signature" selected. To the right of the dropdown is a blue arrow icon. Below the dropdown is a button labeled "Submit changes" with a small icon to its right.

This completes Step 1 Parent Connect. [Click here](#) to return to our website and move onto Step 2 Online Payments.