

# Lansingburgh Central School District

District Office

55 New Turnpike Rd • Troy, NY 12182

Dear Lansingburgh Families:

We are excited to announce that we are now offering the convenience of online registration for EPK3, UPK4, Kindergarten and all new students through FamilyID ([www.familyid.com](http://www.familyid.com)). FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register your child for school, and helps us to be more administratively efficient and environmentally responsible.

When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs, like field trip permission slip forms, athletic forms, etc. The account saves the information year-to-year! **You can register new students, including EPK3, UPK4, and Kindergarten students online starting May 22, 2020.** If your student is currently enrolled in the EPK3 or UPK4 program for the 2019-2020 school year, you will not have to re-register your child. Please refer to the letter sent to you by our registrar, Tammy Fruscio.

Please find eligibility below for our EPK3, UPK4, and Kindergarten students:

## **3-year old Expanded Pre-K Program (EPK)**

- Students must be age 3 on or before December 1, 2020
- Students will be enrolled on a first-come, first-serve basis. Should the number of students enrolled by the end of the registration period exceed the allotted slots at Turnpike Elementary, the District will go to a lottery system. Those students not chosen through the lottery system will be placed on a waiting list and will be notified if spots become available.

## **4-year old Universal Pre-K Program (UPK)**

- Students must be age 4 on or before December 1, 2020
- Students will be enrolled on a first-come, first-serve basis. Should the number of students enrolled by the end of the registration period exceed the allotted slots at Turnpike Elementary, the District will go to a lottery system. Those students not chosen through the lottery system will be placed on a waiting list and will be notified if spots become available.

## **Full-day Kindergarten**

- Students must be age 5 on or before December 1, 2020

To register your child for school you will need the following documents to upload:

1. Birth Certificate
2. Proof of Residency (such as a utility bill, mortgage or lease dated within 30 days of residing in District which reflects parent/guardian's name).
3. A copy/picture of your most recently issued driver's license or photo ID
4. Current immunization records
5. Most recent physical examination signed by doctor
6. If student is a Student With a Disability, provide IEP/504 Plan
7. Proof of custody if requested or DSS-2999 form if foster child

# Lansingburgh Central School District

District Office

55 New Turnpike Rd • Troy, NY 12182

## REGISTRATION PROCESS:

Need online registration help? Email [tfruscio@lansingburgh.org](mailto:tfruscio@lansingburgh.org) to set-up an appointment.

Follow these steps:

1. To find your program, click on the link above and select the **registration form** under the word **Programs**.
2. Next, click on the **blue Register Now** button and scroll, if necessary, to the **Create Account/Log In** blue buttons.
  - a. If this is your first time using FamilyID, click **Create Account**. If you already have a FamilyID account, **Click Log In**.
3. Create your secure FamilyID account by entering the account owner information:
  - a. First and Last names (parent/guardian), E-mail address, and password. Select "I Agree" to the FamilyID Terms of Service. Click Create Account.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. **Click on the link** in your activation E-mail, which will log you into FamilyID.com
6. Complete the registration form and complete the information requested. All fields with a red\* are required to have an answer, including uploading the required documents

## HOW TO UPLOAD A DOCUMENT

| <u>On your computer</u>   | <u>On your phone</u>   |
|---|--|
| Click "Choose File"<br>Find the document in your computer<br>Click "Open" | Take a picture of the document on your phone<br>While in Family ID, click "Choose File"<br>Select "Photo Library"<br>Select picture<br>Select "Done" (on iPhone) |

7. **Click the Continue button** when your form is complete.
8. Review your registration summary.
9. Locate the **blue Submit button**. After selecting Submit, the registration will be complete. You will receive a completion email from FamilyID confirming your registration
10. **Click No Payment Required or Alternate Payment Method** (check, cash, non-FamilyID payment site) -  
NO PAYMENT IS REQUIRED

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s). To view a completed registration, select the Registrations tab in the blue menu bar at the top of your screen.

SUPPORT:

- If you need assistance with registration, contact FamilyID at: [support@familyid.com](mailto:support@familyid.com) or 781-205-2800 x1.
- Support is available 7 days per week and messages will be returned promptly.