INFOSNAP RE-ENROLLMENT INSTRUCTIONS

On the re-enrollment form, there are some things you should skip or answer a certain way according to the instructions below. Data entered in the past is in our system and you're updating.

In addition to this Infosnap form which feeds into PowerSchool, there will be a short **Google form** sent to you asking for additional needed information not found in the Infosnap form. Watch for this to come.

SAVE TIME! FOLLOW THESE INSTRUCTIONS. The specific tabs impacted are:

- Digital Equity Data Collection
  - New this year
  - NOT REQUIRED
- Contacts
  - Employer – please include your occupation along with the employer name. (Example: Arizona Lutheran Academy – teacher)
  - Email – This immediately follows Employer, but it is YOUR email, not your employer's. This is an email account that you check often, since ALA will use this for communications.
  - Please include one NON PARENT contact in case of emergencies. Parents will always be contacted first.
- Priority
  - Select the priority of who should be contacted in the correct order.
- Medical
  - **SAVE TIME -** Doctor, dentist, and insurance information is **NOT** required by ALA for registration. *(Athletic registration on Family ID is separate and may require some of this. If you fill it out here, it will NOT transfer to Family ID or athletic registration.)*
  - **Health history is needed**. Please supply us with any information we will need to keep this child safe and healthy at school.
- Transportation
  - **SAVE TIME - select NO to the first question**.
  - Information about transportation will be on the Google form.
  - Permissions are your preferences.
- Agreements
  - **SAVE TIME** - Field Trips – We won't use this, **you should answer no.**
  - Media – **Please answer yes or no**. Student picture will be used in the yearbook even if you answer no.
  - Handbook – **Please answer yes or no**. The ALA Parent/Student Handbook and the Extra-curricular Handbook are available on the ALA website.
  - **SAVE TIME -** Adequate Insurance for Parent Drivers - **choose the first option, "No Field Trips."** If you choose yes, there will be much more to complete—info we won't use anyway.
- Summary: All green checkboxes must appear to "submit" the form.