

Family ID - Tips for Use

1. Some families in Wayland may already be familiar with Family ID if you have an older child and you have registered them for any afterschool or summer programs. If that's the case you do not need to create a new account, you simply need to create a new "Participant". The good news is that if your child is at the Children's Way for more than just next year the next time you go to complete it for them all you will have to do are the updates and the four new forms (referenced below).
2. If this is your first time using Family ID you will need to create a new account. Once you click on the link it will bring you to the first page and you will see the tab at the top right hand corner with the two choices "Create Account" or "Log In".
3. Once you have either created an account or logged in with your existing account, and you start the process, please note, the "**Participant**" is the student, not the person filling in the form.
4. You will get to a section to complete four forms and I have outlined the details of those below:
 - a. **A current Health Form** from your child's doctor. This form is required by state law in order for your child to attend the first day of school and can be easily uploaded.
 - b. **Student Information Form** - the link will take you to a fillable form that you can complete, save to your computer and then upload.
 - c. **Parent Participation Form** - this is a live google form link. Simply click on the link (or copy to your browser) fill in and submit
 - d. **Alternative Pickup Form** - this form is **not fillable** as it requires a signature, so please print, fill out, scan and upload.
5. If you have two children attending the Children's Way be sure to complete the enrollment process for both children.

Please don't hesitate to ask me any questions you may have about this new system. We hope parents like it as it should save time (and paper), but it will no doubt take a bit of getting used to, like many new things.

Sharon