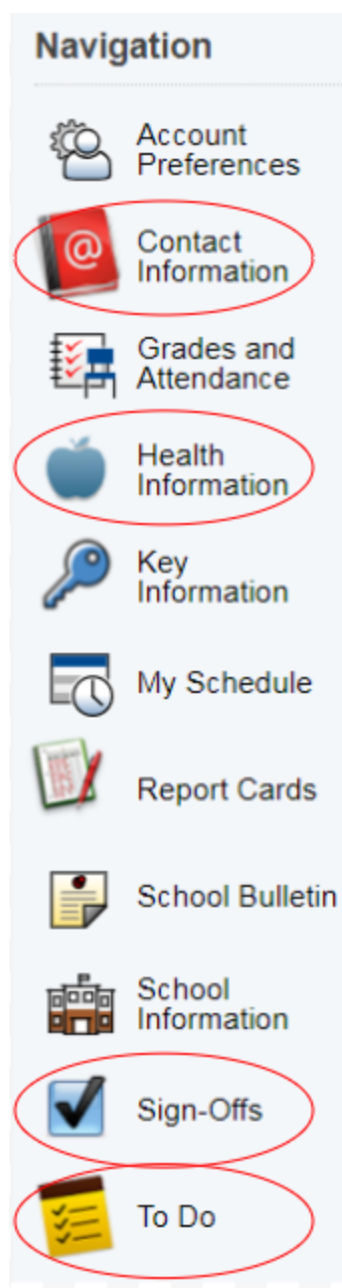


WPS - Online First Day Forms

In the student/parent portal, you will find three screens; *Contact Information*, *Health Information*, and *Sign-Offs*. We ask that you visit, review, and submit these forms within the first week of school. A fourth screen, *To Do*, is a checklist to help you review whether you have completed all tasks. Please note that you must be in a browser to see these screens, they are not available in the mobile phone app for PowerSchool. Also, **you must submit the information for each child as the information does not carry over to siblings.**



1 To submit your information, login to the parent portal (<https://ps.westboroughk12.org/public>) as you would normally.

2 Then, for each student, find the *Contact Information*, *Health Information*, and *Sign-Offs* buttons in the navigation bar on the left.

(Instructions continue below...)

3 Review the “Contact Information” (which includes Emergency Contacts), and make any needed corrections. When the “Contact Information” is correct and complete, click the “Submit” button in the lower right.

If the information is already correct and complete, just click “Submit” to confirm you have reviewed the information.

The student address cannot be changed here, for that contact the Registrar, Donna Latraverse (latraversed@westboroughk12.org). To change a parent name or legal status, contact your child’s school.

Contact Information: Fay, Eli

Instructions

Please review and submit this information **within the first week of each school year** for any changes. If your information has not changed, just click Submit to indicate you have reviewed it. [Each child must be updated separately.](#)

The student's home address may not be changed here. If you have moved, please contact the Registrar in Central Office at 508-836-7700.

To change a parent's name or legal status, please contact the front office of your child's school.

Student		
Name (Last, First Middle)	Fay, Eli	
Address	123 Main Street Westborough, MA 01581	
Home Phone	<input type="text" value="508-366-9876"/>	
Parent 1		
Name (Last, First)	Fay, Elizabeth	
Relationship & Legal Status	<input type="text" value="Mother"/>	<input type="text" value="Custodial Parent"/>

4 The “Health Information” will need to be completed the first year, but the information will be retained so that the exercise can be just a review and update of existing information in future years.

Please notice the Over-The-Counter Medications section once your child reaches Gibbons, as that section only appears once your child reaches 7th grade.

Student Health Information: Fay, Eli

Instructions

The information entered here will be available to the school nurse, the school physician, and the school district. If you would instead prefer to have this information entirely under the control of the school nurse, please contact the school nurse. [Printable Student Health Information Form](#)

Please submit this information annually within the first week of school. If no changes are made, the information will be retained.

Screenings

Vision screenings are done in preschool, and in grades 1-5, 7, and 10.
Hearing screenings are done in preschool, and in grades K-3, 7, and 10.
BMI (height and weight) screenings are done in grades 1, 4, 7, and 10.
Postural screenings are done in grades 5-9.
[SBIRT screenings](#) are done in grades 7 and 9.

Please review and submit this information annually within the first week of school.

Health Care Providers

Sign-Offs: Fay, Eli

Student Handbook

Please complete the handbook review annually, within the first week of school.

I acknowledge that I have read the WHS Student Handbook. I accept full responsibility for reading and understanding the expectations, policies and procedures of WHS. This includes policies such as Good Citizenship, Attendance and Loss of Credit, Bullying, Digital Citizenship, Internet Responsible Use and the Chemical Health Policy.

☐ I do

The handbook can be read here: [WHS Student Handbook](#)

Technology

Please submit the technology acknowledgement annually, within the first week of school.

In accordance with the WPS Bring Your Own Device policy, student is required to bring his/her device to school fully charged on a daily basis.

☐ I understand

Extended School Community

Include my email addresses in communications from the parent groups associated with the Westborough Public Schools. (Guardian Email field on Contact Information screen will be used.)

☒ Include me

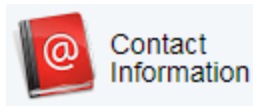
Submit

- 5** The “Sign-Offs” screen also differs by school. You will find:
- A Student Handbook section for grades 4 and higher
 - A Technology section for grades 4 and higher
 - A Flex Time section for WHS parents
 - A Media Release section for grades 8 and below
 - An Extended School Community section for all grades.

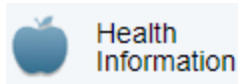
The Handbook and Technology sections are available to both the parents and the students, a parent must login and submit the acknowledgement on behalf of both their students and themselves.

Troubleshooting

If you believe you've already submitted all of the required information, and you're still receiving reminder notices from the schools, look for your electronic signature on the Contact Information, Health Information, and (for some grades) the Sign-Offs screens.



On the Contact Information screen, the last person to submit the form (and when) is displayed at the bottom of the form, under the Submit button.

A screenshot of the bottom of the Contact Information screen. It shows a grey rectangular box at the top, a black 'Submit' button, and the text 'Last modified by Fay, Elizabeth on 09/18/2017' at the bottom. A red arrow points to the text.

On the Health Information screen, the last person to submit the form (and when) is displayed at the bottom of the Instructions section at the *top* of the form.

Student Health Information:

A screenshot of the 'Instructions' section of the Student Health Information screen. The section has a yellow background and contains the following text: 'The information entered here will be available to the school and the state. If you would instead prefer to have this information entirely confidential, please use the Printable Student Health Information Form. Please submit this information annually within the first week of school review.' At the bottom of the section, it says 'Last signed and submitted by Fay, Elizabeth on 09/18/2017'. A red arrow points to this text. Below the Instructions section is a blue bar with the word 'Screenings'.



Sign-Offs








The Sign-Offs screen includes a Handbook section for parents of students grades 4-12, and a Technology section for parents of students at Mill Pond and Westborough High. There are check-boxes on the right side of the form, which are replaced by the name of the person who checked the box (and when) once submitted.

Sign-Offs:

Student-Family Handbook	
<i>Please complete the handbook review annually, within the first week of school.</i>	
I have reviewed the contents of the Mill Pond School Handbook with my child and we understand the information provided therein. Student-Family Handbook Introduction The handbook can be read here: Mill Pond Student-Family Handbook	Handbook acknowledged by Fay, Elizabeth on 09/18/2017
Technology Guide	
<i>Please complete the technology guide review annually, within the first week of school.</i>	
I acknowledge that I have read the Mill Pond School 1:1 Technology Program Guide and permission forms, and have reviewed them with my child. We agree to abide by the terms of the agreement. Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the iPad Accidental Damage/Loss Policy.	Technology Guide acknowledged by Fay, Elizabeth on 09/18/2017

Also find the “To Do” screen for a checklist to help you review whether you have completed all tasks.

To Do: Fay, Eli

Health Information	
	<div> Health Information not yet submitted this school year.</div> <p>Please update each student's health information on the Health screen within the first week of school each year. If your information has not changed, just Submit the screen without making changes to confirm that you have reviewed the information.</p> <p>If the information changes during the year, please contact the appropriate school(s).</p>
Contact Information	
	<div> Last signed by Fay, Elizabeth on 09/02/2018</div> <p>Please update each student's information on the Contact Info screen within the first week of school each year, or whenever the student, parent, or emergency contact information changes.</p> <p>If your information has not changed, just Submit the screen without making changes to confirm that you have reviewed the information.</p>
Sign Offs	
	<div> Student-Family handbook not yet reviewed and acknowledged this school year.</div> <p>Please visit the Sign Offs screen where you will find a link to the Student-Family Handbook. You and your student should read the handbook, then click the box to indicate that you have done so.</p> <div> Technology information not yet reviewed and acknowledged this school year.</div> <p>Please visit the Technology section of the Sign Offs screen, follow the instructions there, and click the box to indicate that you have done so.</p>

Note: Please contact the front office of your child's school if you need assistance with any part of this process.

Comuníquese con la oficina de la escuela de su hijo/a si necesita ayuda con cualquier parte de este proceso.

ملحوظة : الرجاء الاتصال بمكتب الاستقبال الخاص بمدرسة طفلكم في حالة الاحتياج الى اى مساعدة فى اى مرحلة من مراحل إجراءات التسجيل .

Observação: Por favor, entre em contato com o escritório da escola do seu filho se você necessitar assistência com qualquer parte deste processo.

通知：
如果您在这一办理程序中的任何部分有需要协助的，请与您孩子学校的秘书办公室联系。

यदि आपको इस प्रक्रिया के किसी भी हिस्से से सहायता की आवश्यकता है तो कृपया अपने बच्चे के स्कूल में सामने वाले कार्यालय से संपर्क करें।