



## PARENTS WEB INSTRUCTIONS FOR UPDATING STUDENT & FAMILY INFORMATION NEW ENROLLMENT, 2016-2017 SCHOOL YEAR

**-Set up your Parents Web Account through RenWeb and Log-In using the provided instructions**

-Log into your Parents Web (RenWeb) Account

-On the left hand side of the screen, select Family Information

-You will see a box at the top of the screen listing the members of your family who are currently in the school's Ren Web Database

-Select a name on the list, and you will see the current information on this family member in the box to the right

-Below, is a box labeled **Online Filing Cabinet**; choose the **Web Forms** tab and select >Family Demographic Form

-This information form has **six (6) sections**: **Enrolled Students** (Student Demographic Form), **Student Medical** (Student Medical Form), **Custodial Parents** (Custodial Parent Form), **Emergency Contacts** (Emergency Contact Form), **Transportation** (Transportation Form), **Grandparents** (Add Grandparents)

**-To complete each of the forms**, click in the large box next to the student's or parent's name to open the form; type information in the appropriate fields on the form, and choose **>SAVE** at the bottom of the form before you exit. If you do not SAVE, your information will not be saved. Choose **>Return to main form**.

1) **Enrolled Students**: Use this form to enter demographic and contact information on a student.

> Sections 1 & 2 (Demographic Details & Religious Affiliation) are unique to the specific student. Section 2 (Contact Information) is global, and any changes made here will apply to all students and family members, so you do not have to enter this information for every person at the same address.

2) **Student Medical**: Use this form to enter medical information on a student. This **MUST** be completed for ALL students and does NOT replace the *Allergy, Asthma or Medication Action Plan* if required for your student! We will use the information in this form to determine our treatment course of action for your child if they become ill or injured at school.

3) **Custodial Parents**: Use this form to enter individual parent information (email, cell phone, work information) and to indicate your Parent Preferences:

>Parent Preferences allows you to choose auto email progress reports, and to designate what information you want included in the school directory on Ren Web. If you do NOT want your family's contact information available in the school directory, you **MUST** indicate your preference here!

>Don't forget to **SAVE** your information before exiting!

4) **Emergency Contacts**: Use this form to designate emergency contacts. This form is unique to each student, and must be completed for each student enrolled.

5) **Transportation**: Use this form to designate who will transport your child to and from school each day. Please include license plate information in the "Notes" section for each person who may transport your child. This form must be completed for each student.

6) **Add Grandparents**: Use this form to include grandparent names and contact information. This is very helpful for us as we plan for Grandparents' Day! You only need to add this information for one of your students, and cannot edit or delete existing information once submitted. Please contact the office if you need changes made here.