

Dear SMS Families,

We are excited to announce that we are now offering the convenience of online back to school paperwork for all schools through FamilyID (www.familyid.com and available under the **Resources tab on the SMS website**). Swampscott Public Schools Athletics Department already uses this service, so if you have registered a child to play sports for SMS or SHS, then you already have an account!

Please note that there are two forms for all families to complete: The Swampscott Middle School Contact Information & Policy Sign off 2018-2019 AND The Swampscott Middle School Student Health and Emergency Information 2018-2019 School Year.

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to sign our school policies, such as handbook agreements, media releases, acceptable use policies, and medical agreements. We are even able to give you the option to upload a copy of a physical (or it can be turned in to each office). This system will help 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!

Follow these steps:

The online form process opened on Wednesday, August 15, 2018.

To fill out your forms, Go to FamilyID.com. The forms are called “programs”. The “participant” is the student.

1. If you have an account, log in, then search for Swampscott in Organizations. You will see Athletics and Swampscott Public Schools. Choose Swampscott Public Schools.
 - a. Find the medical form for **your school** and find the policy form for **your school**. Fill them out and submit them.
2. New to Family ID? Click “Create an Account” or “Get Started”.
 - a. You will receive an email with a link to activate your new account. (If you don’t see the email, check your Email filters (spam, junk, etc.).
 - b. Click on the link in your activation Email, which will log you in to FamilyID.com
 - c. Once in the registration form, complete the information requested.
 - d. Click the green *Submit* button. After selecting ‘Submit’, the registration will be complete. You will receive a completion email from FamilyID confirming your registration.
 - e. Once you have registered and created an account, follow Step 1!
3. If you have any trouble or do not have access to a computer or the internet, each school has a device that a parent can use to complete the paperwork.

*******Important Note for all Incoming 7th Graders: As a reminder, Massachusetts State Law requires all incoming 7th Graders to submit their most recent physical form before the start of the 2018-2019 school year. Please drop off your form to Swampscott Middle School or log onto the Family ID website to upload your form directly (see above for instructions).**