

## INSTRUCTIONS FOR COMPLETING ONLINE FORMS

This year, August 15-17 are our designated days for parents to drop off all completed forms and paperwork for the 2016-17 school year. School Staff will be available in the Breezeway to receive your completed packet of school information.

The forms drop-off schedule is as follows:

Monday, August 15, Tuesday, August 16, Wednesday, August 17 from 10:00 a.m. to 2:00 p.m. AND the evening of Wednesday, August 17 from 5:00-7:00 p.m.

ALL FAMILIES WHO RETURN ALL THEIR COMPLETED FORMS BY **AUGUST 19** WILL BE ELIGIBLE FOR A DRESS DOWN PASS TO BE USED ON MONDAY, AUGUST 29, 2016 AND ENTER A RAFFLE DRAWING TO COVER YOUR FAMILY'S REGISTRATION FEES FOR THE 2017-18 SCHOOL YEAR.

## INSTRUCTIONS FOR COMPLETING ONLINE FORMS

### KINDERGARTEN TO EIGHTH GRADE

(All information will be online AFTER June 17, 2016)

1. Go to website at: <http://www.sbcatholicschool.com>
2. Click on yellow "Back to School forms" link on the home page
3. Click for Instructions for Completing Online forms
4. Click on and complete applicable forms (**including signatures – students' signatures where applicable**)
5. Type directly on the form on your computer or print out and complete manually.
6. Bring completed forms to school on the above dates.
7. Other options for delivery are: email to [office@barnabasohio.org](mailto:office@barnabasohio.org) , fax to 330-468-1926 or mail to: St. Barnabas School, 9200 Olde 8 Rd., Northfield 44067

Please be aware that forms may load slowly on different computers. Please be patient as you try to click into a form and/or field. To view forms, you must have Adobe Acrobat Reader installed. To download a free version of Adobe Acrobat Reader, please go to <http://get.adobe.com/reader>.

All forms should be filled out and then printed. Please be sure to complete forms requiring signatures once they have been printed. Please note that forms may not be saved, but you can print a copy for your records.

**Room numbers will be completed by the school office.**

The following forms are **REQUIRED**:

1. Emergency Medical Authorization - **One per Family**  
**PLEASE NOTE THAT EMAIL ADDRESS IS REQUIRED ON THIS FORM**
2. Medical Update Form - **One per Student**
3. Photo Release/Handbook Policy Statement- **One per Family- PLEASE NOTE THAT STUDENT MUST ALSO SIGN, REGARDLESS OF GRADE LEVEL.**

**We are very happy to announce that we are in the process of developing a St. Barnabas School Facebook Page!** This is a great tool that can be utilized to share information and post pictures of the amazing things that happen at our school every day. **Please consider checking YES on the Photo Release Authorization Form so we can include group pictures of all of our wonderful students on our Facebook page. Student names will not be used.**

**\*\*Follow Parent link on school website to read Handbook prior to completing Policy Statement\*\***

4. Acceptable Use Policy -- **One per Student- PLEASE NOTE THAT STUDENT MUST ALSO SIGN, REGARDLESS OF GRADE LEVEL.**
5. Authorization for Pick-up- **One Per Student**

The following forms should be completed **ONLY IF APPLICABLE**:

1. Legal Custody Form- **One per Family- PLEASE NOTE THIS FORM NEEDS TO BE COMPLETED FOR A FAMILY WHOSE MARITAL STATUS IS DIVORCED OR SEPARATED OR A LEGAL GUARDIAN OTHER THAN A PARENT.**
2. Extended Day Enrollment - **One per Family**
3. PE Uniform Order Form – **One per Family**
4. Spanish Registration - **One per Family**
5. Administration of Medication by School Personnel- **One per Student**
6. Asthma Action Plan and Record – **One per Student**
7. EPI Pen Medication Packet – **One per Student**