

Registering your student is very important. We are aware it is a time consuming process, but the information you provide helps us serve you and your child. Please take the time to read the information and answer completely and accurately. Your electronic signature is treated by West Noble School Corporation like a handwritten signature on a paper form.

- **InfoSnap forms are optimized for, and work best on, computers. You might find it difficult to use your tablet or phone to complete the form.**

### Helpful Hints

1. The first page of contacts is for custodial contacts only; list only the legal parents or guardians. There is a second page for emergency contacts.
2. Phone numbers and dates need to be typed in the correct format, look for the formatting clues to the right of the information boxes.
3. One phone and *only one* must be marked as primary for each person; this includes the student, guardians and emergency contacts. ***If the student does not have their own phone, fill in the first phone to call in case of an emergency.***
4. When a student is ill, custodial contacts are called. If they cannot be reached emergency contacts are called. At least one emergency contact is required. If you absolutely do not have an emergency contact, please list the principal's name. **DO NOT MAKE UP A PERSON** or list your name again.
5. There are several places that require an electronic signature for you and/or your student. Please be sure that both you and your student understand what you are agreeing to when signing the form. As a parent/guardian you are responsible for making your student aware of the information within the registration form.
6. If there is information that you have not completed when you click submit, the fields that need attention will show in red. Click on the red words and it will take you to the portion of the enrollment form that needs corrected or completed.
7. If you fill in a Doctor name, it will require a phone number. If you do not know the number and cannot access it easily, delete the Doctor name to be able to complete the form. You can supply the Doctor's name and number later.
8. Some of the sensitive information you are required to answer is mandated by the state or federal government.
9. Click the submit button after each student you register. When completely finished, choose LOG OUT.
10. If someone is assisting you in filling out the online registration form, you are still responsible for knowledge of its content and agreements.

