Returning/New Student Online Registration Checklist

SY2021-2022

Use this guide to help you complete the Returning/New Student* Online Registration.
*New Students who have been accepted to SFIS

You will need to verify and update information currently in NASIS.

OLR Tab	Information Required:
Student(s) Primary Household Verify and update.	☐ Primary Home Phone (a reliable household phone – individual contacts are in other areas). ☐ Home Address (Physical Address/Street address) ☐ Mailing Address (if different from Home Address, sometimes a PO Box address)
Parent/Guardian Information Verify and update.	☐ First, Middle and Last Name(s) ☐ Date(s) of Birth ☐ Address(es) (if different from Household address) ☐ Individual Contact Phone Numbers: Home, Cell, Work ☐ Email Address(es)
Emergency Contacts Information (up to six (6) individuals) Listed individuals must be over 21 and be able to show identification when requested. Please enter as much information as possible so staff can identify individuals. Unless you specify to Academic/Dorm staff: Listed individuals are assumed to be authorized to check-out or pick-up your child(ren) from school, sports events, or school-sponsored activities. Listed individuals are also assumed to take responsibility for your child(ren) in situations where immediate attention due to illness or accidents.	☐ First, Middle and Last Name(s) ☐ Date(s) of Birth ☐ Address(es) ☐ Individual Contact Phone Numbers: Home, Cell, Work ☐ Email Address(es)
Other Household Member Information: school-aged children in your household other than those currently enrolled at SFIS.	☐ First, Middle and Last Name(s) ☐ Date(s) of Birth
Student Information Verify and update your child's information.	☐ Legal First, Middle and Last Name ☐ Gender ☐ Enrollment Grade (next school year's grade) ☐ Nickname (Name your child prefers to be called – optional) ☐ Date of Birth ☐ Student Cell Number (Optional) ☐ Student Email Address (Use SFIS provided @sfisonline.org)
Student: Parent/Guardian Information Verify and update your information.	☐ Relationship (to child) The following fields must be changed by Admissions Department, please contact at (505) 989-6370. ☐ Guardian (whether listed individual has Guardian role)

	☐ Mailing, Portal, Messenger (whether listed individual has these rights). ☐ Contact Sequence (when listed individual should be contacted (parents should be 1 or 2).
Student: Emergency Contacts Verify and update Emergency Contact relationships and Contact Sequence. Add Emergency Contacts in the "Emergency Contact" tab.	☐ Relationship (to child)
Student: Tribal Enrollment/Affiliation Enter your child(ren)'s tribal enrollment and affiliations	☐ Primary Tribal Enrollment ☐ Degree of Indian Blood ☐ Census Number ☐ Enter any additional Tribal Affliations
Student: Day or Dorm Student Enter your child's Day or Dorm Status for new school year.	☐ Day or Dorm Status If Day: ☐ Bus Rules (Must download and read Bus Rules and Contract). ☐ Check box to agree with Bus Rules and Contract ☐ Late Bus Service Y/N ☐ Reason for Late Bus
Student: Athletics Participation	☐ Participate in athletics Y/N If Yes: ☐ Select sports/activity ☐ Concussion Management (download, read and agree to NMAA Concussion Management statement). ☐ Consent to Treat (download, read and agree to NMAA Consent to Treat provisions.
Student: Student Health Care Services Read information regarding SFIS Health Care Services.	☐ School Health Center and HIS-SFSU (download, read and click to confirm).
Student: Insurance and Primary Care Information	☐ Primary Care Provider ☐ Primary Care Phone ☐ Upload Insurance Card
Student: Medical or Mental Health Conditions	☐ No Medical or Mental Health Conditions (check if no, if there are medical conditions, leave un-checked and additional information will appear). ☐ Add Condition (Select condition from list, enter Comments/Brief Description and Instructions). If condition does not appear on list, use "Other" and enter information into the Comments box.
Student: Medications	☐ No medications (check if no, if you need to add medications, leave un-checked and additional information will appear). ☐ Add Medication (Type in medication, where it's taken, what type it is and instructions.) ☐ Medication Administration Y/N: prescription medication, emergency medication (Epinephrine, Rescue Inhaler, Glucagon) or treatment plan(s) Enter Length of prescription, medication type, or treatment plans.
Student: Indian Health Service	☐ Download IHS forms Y/N ☐ Upload completed forms

Read information regarding services provided at IHS-SFSU. If you wish to have your child seen at IHS you will need to download and complete the forms, then upload the completed forms.	
Student: Release Agreements	☐ Partnership for Success Initiative (download, read and agree) ☐ Field Trip Consent (read and give consent) ☐ Hold Harmless Agreement (read and give consent for child to use public transportation (local bus service, RailRunner, etc.) ☐ Photo/Media Consent (read and give consent) ☐ Family Educational Rights & Privacy Act (read statement and check to agree) Download optional form to opt-out. ☐ Student Internet Safety & Acceptable Use Policy (download, read and agree)
Student: Student Documents Upload the requested documents. Some documents are required for New Students (new to SFIS) and optional for returning students.	☐ Birth Certificate – Required for new students, optional for returning students. ☐ Tribal Enrollment – Required for new students, optional for returning students. ☐ Student Photo – Must be in color, plain and light background, no hats or sunglasses, clear view of face - should be lit and not dark. Must be recent (within the past 6 months). ☐ Immunization Record – All students required to have this on file. ☐ Annual Physical Exam/Clearance for Physical Activity form. All students required to have this form on file.
Student: Signature	Sign and submit.

Admissions Department: 505 – 989 – 6370

NASIS Manager (Username, password, tech support): 505 – 989 -6308 or wpacheco@sfis.k12.nm.us