SUBMITTING SCIS SCHOOL FORMS ONLINE

SCIS uses School Forms Online (SFO) to help us better collect and manage information from our parent community. If this is your first time using School Forms Online, please see the instructions below to help you understand how to access and submit forms. School Forms Online must be accessed using the same **School ID** login information that you currently use to access your SCIS-Parent email account, ManageBac, and other school related software.

1) Accessing SCIS School Forms Online

School Forms Online can be accessed by clicking this link or by pasting this web address in to your internet browser: https://sfo.inresonance.com/scis-his/index.php

On the login page, please enter your School ID login information, which is your scis-parent.org email address and the same password you currently use to login to your SCIS-Parent email account.

If you do not have an SCIS-Parent email account, please contact registrar@scis-china.org for support. If you have forgotten your password, please visit www.office.com and click, "forgot my password" to reset it or contact one of our campus-based IT Help Centers.

2) See Assigned Forms

After logging in to School Forms Online, on the left-hand side of your screen you will see tabs for each of your enrolled children, as well as an additional tab labelled 'Family'.

On each tab, you will see a red box with a number inside that indicates how many incomplete forms have been assigned for each child or to the family. Clicking on a child or the family tab will display the list of assigned forms. If a form is assigned to a child, it means that form needs to be completed separately for each child in the family. If a form is assigned to the 'Family' it means the form only needs to be completed once per family.
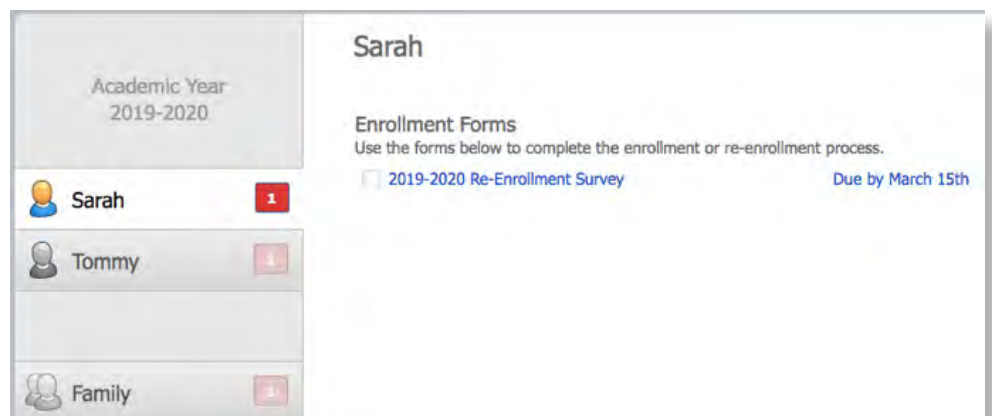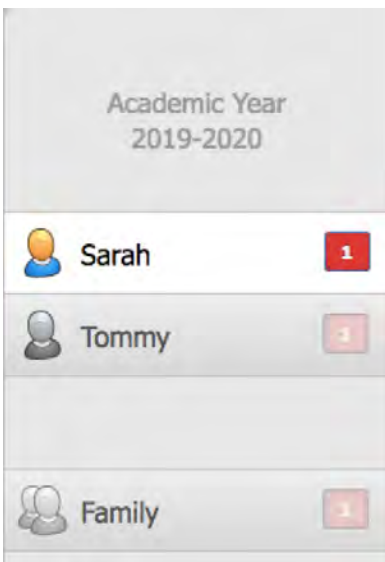
3) Completing Assigned Forms

When you click on an assigned form you will be taken to the form details page and asked to answer a series of questions. There will be instructions at the top of each form to help you to answer the questions.

Within a form, any questions that are required to be answered will be marked with a red star (*) icon. You will not be able to submit the form unless you answer all of these questions. Questions without a red star icon may not apply to all students or families.

We ask that you always try to answer all questions to the best of your ability, if possible.

Re-Enrollment Survey Questions

Student Name: Sarah STUDENT

Please indicate below your re-enrollment intention for your child below. We recognize that you may not be certain of your plans for next year. Please select the option that best describes your situation, the choice below is not binding, but allows us to begin properly allocating resources towards next year's enrollment.

* ○ Definitely Returning
○ Not Returning
○ Possibly Returning

If you have selected **Possibly Returning**, please provide us

4) Submitting Completed Forms

At the end of each form you will see a Submit button which will send the completed form details to SCIS. Once you have submitted the form, you will no longer be able to edit the information.

Error

In order to submit your form, you must complete all of the required items.

OK

Signature

Parent/Guardian Signature:* [   ] This field is required

Cancel   Submit

If you have not answered a required question, you will see the error message below, and any fields that you have missed will be highlighted in red.

If your form is successfully submitted, you will be returned to the main School Forms Online page where you can complete the remaining assigned forms.

5) Reviewing and/or Saving Completed Forms

For each form that you successfully complete, a green check mark will now appear next to the form and a PDF copy of the information you submitted is created which you can review or download a copy for your own records.

Sarah

Enrollment Forms
Use the forms below to complete the enrollment or re-enrollment process.

✓ 2019-2020 Re-Enrollment Survey   📄 Submitted on January 14, 2019.

Forms Assigned		Forms Completed	
Academic Year 2019-2020		Academic Year 2019-2020	
👤 Sarah	1	👤 Sarah	
👤 Tommy		👤 Tommy	
👥 Family		👥 Family	

6) Complete Remaining Assigned Forms

Review the tabs for each of your children and the 'Family' tab and complete all assigned forms. Once you have submitted all assigned forms, you will no longer see any red boxes with numbers within the tab.