

### 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 <span style="background-color: red; color: white; padding: 2px;">1</span>	Sarah
Tommy <span style="background-color: red; color: white; padding: 2px;">+</span>	Tommy
Family <span style="background-color: red; color: white; padding: 2px;">+</span>	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.