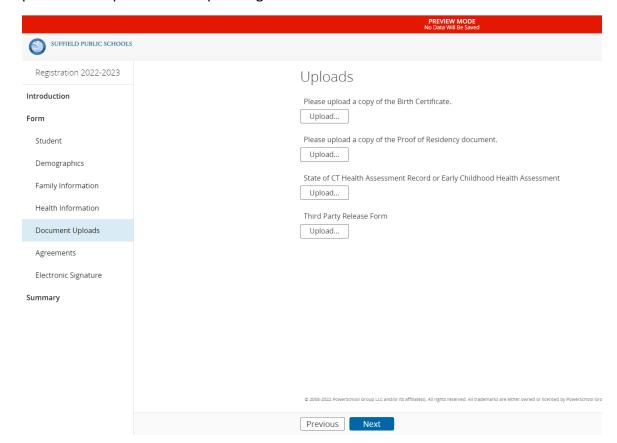
Online Registration Q & A

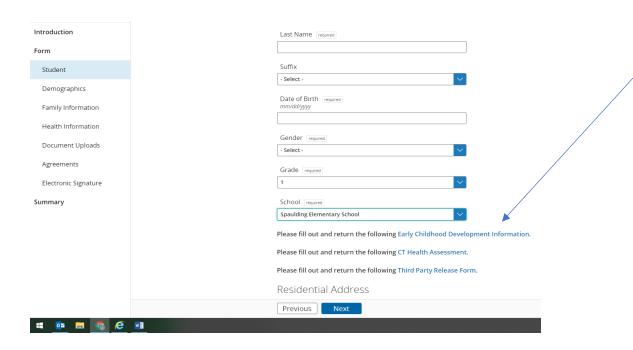
- Q: Do I have to make a separate account for each child?
 A: No. You make your own parent account and can add multiple children from your account.
- 2. Q: How do I know what school my child will attend?
 A: A. Ward Spaulding Elementary School Grades Prek-2nd
 McAlister Intermediate School Grades 3-5
 Suffield Middle School Grades 6-8
 Suffield High School Grades 9-12
- **3. Q:** Where do I turn in the birth certificate, proof of residency, Health record and third party release?

A: The following items can be uploaded into the online registration portal under the "Document Uploads" tab. Make sure you have the above documents saved on your phone or computer before uploading.



4. Q: Where do I find the Health record, third party release and Early Childhood Development Packet (prek-2)?

A: The above can be found on the first page of the online registration form titled "Students" It is listed underneath the question regarding the grade and school the student is entering.



5. Q: What do I do if I cant upload the forms or if I missed the forms and already submitted my child's registration?

A: If you forgot to upload the birth certificate, health record, proof of residency or third party release you can email the documents to iberry@suffield.org or stop into Central Office 350 Mountain Rd., Suffield, CT 06078 to drop it off.

- **6. Q**: I just filled out online registration for one of my children. Do I have to upload proof of residency again for the second child?
 - **A**: Yes. For each child you register all documents need to be submitted including residency
- **7. Q**: I forgot to include my email address in the online registration and already submitted the form. Can I get back in to edit it?

A: Unfortunately, no. Once the form is submitted it cannot be revamped for any reason. If you made a mistake and need to make a correction please call Jamie Berry at 860-668-3800 or email her at jberry@suffield.org and she can make the change.