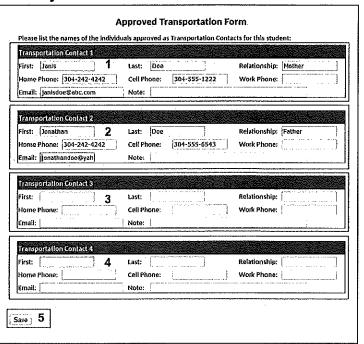
APPROVED TRANSPORTATION FORM

Note: Up to 20 Contacts may be entered

- 1. Verify Emergency Contact information. Mother and/or Father information should pre-populate in this field
- Verify Emergency Contact information.
 Mother and/or Father information should pre-populate in this field
- 3. Add additional Emergency Contact information. If not applicable, leave blank
- 4. Add additional Emergency Contact information. If not applicable, leave blank
- 5. Click "Save
- 6. To access the next form, in the top left corner

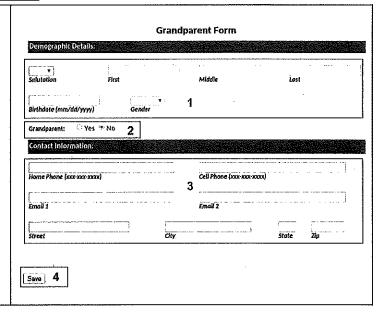


GRANDPARENT FORM

Optional

- 1. Enter person's Name, Birthdate, and Gender
- 2. If Student's Grandparent, select "Yes"
- 3. Enter person's contact information
- 4. Click "Save"
- 5. To access the next form, in the top left corner

click Return to main form



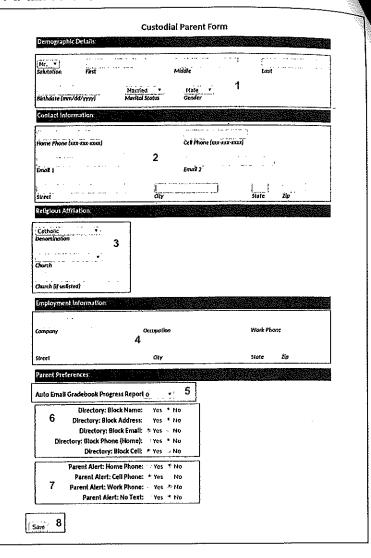
For assistance, please visit us online at <u>tinyurl.com/smpshelp</u> or send an email to jbarack@smpswv.org

To watch a ParentsWeb overview video, visit https://vimeo.com/126932181
Password: ParentsWeb

CUSTODIAL PARENT FORM

- 1. Verify Custodial Parent's Salutation, Name, Birthdate, Marital Status, and Gender
- Verify Phone Numbers (leave blank if not applicable), Email address, and Home Address
- Select Denomination & Church. If Church is not listed in the drop-down menu, please enter the information in the space provided
- 4. Enter Employment Information
- Select Preference for Gradebook Progress Report auto email delivery: "Never", "Daily", or "Weekly"
- Select online <u>Parent Directory</u> blocking Preferences: "Yes" "No"
- 7. Select <u>Parent Alert</u> notification Preferences: "Yes" or "No"
- 8. Click "Save"
- 9. To access the next form, in the top left

corner click Return to main form



EMERGENCY CONTACT FORM

Note: Up to 20 Contacts may be entered

- Verify Emergency Contact information. Mother and/or Father information should pre-populate in this field
- 2. Verify Emergency Contact information. Mother and/or Father information should pre-populate in this field
- 3. Add additional Emergency Contact information. If not applicable, leave blank
- 4. Add additional Emergency Contact information. If not applicable, leave blank
- 5. Click "Save"
- 6. To access the next form, in the top left corner click

Return to main form

Emergency Contact 1			
First: Janis	Last: Doe	No. 1	Relationship: Mother
Home Phone: 304-242-4242		5-1222	Work Phane:
Email: janisdoe@abc.com	1 Note:		
Emergency Contact 2		90.600 A	
First: Jonathon	Last: Doe	· 1	Relationship: Father
Home Phone: 304-242-4242	Cell Phone: 304-55	5-6543	Work Phone:
Email:			
Emergency Contact 3			
First:	Last:		Relationship:
Home Phone:	Cell Phone:	;	Work Phone:
Email:	3 Note: ,		
	3 Note: ,		
Email:	3 Note: .		Relationship:
Email:			Relationship: Work Phone:

STUDENT DEMOGRAPHIC FORM

- Verify student's Name, Birthdate, Gender, & Ethnicity
- 2. Enter Home Phone. Leave blank if the student does not have a home phone (i.e. parents use cell phones only).
- 3. Leave Cell Phone blank
- 4. Do not change Email address
- 5. Verify Home Address
- 6. Select Denomination & Church. If Church is not listed in the drop-down menu, please enter the information in the space provided
- 7. Click "Save"
- 8. To access the next form, in the top left corner

click Return to main form

John First	Jac		Dos		Jr. Sulfix		
Johnny Nklorame	01/ Birli	01/2000 idate (mm/dd/yyyy)	Male Gender	J	Non-Hispani Ethnicity	c v)	
Contact Information:							
2 Home Phone (xxx-xxx-xxxx)		3 Cell Phone (xxx-xxx-x	roor)	jdoe17 Email	@smpswv.org	4	
123 Any Street	5	Wheeling City	ì	WV)	26003 Zip)	
Religious Affiliation:		Na Angasas					
Catholic • j Denomination							
St. Michael Parish 🔻		-					
Church (if unlisted)	!						

STUDENT MEDICAL FORM

- 1. Verify student's Name
- 2. Enter student's Doctor, Dentist & Hospital information
- Select "Yes" for Permission to Treat in order to grant SMPS to seek medical assistance for the student
- 4. Do <u>not</u> enter Insurance Company, Policy Number, or Group Number
- 5. Enter Medication(s) (i.e. Insulin, Concerta), Dosage (i.e. 30 mg), and Notes (i.e. twice daily), if applicable. Leave blank if student does not take any medication
- Enter any Medical Condition(s) (i.e. diabetes, ADHD, anxiety, depression) and Notes, if applicable. Leave blank if student does not have any medical conditions
- 7. Enter Allergies (i.e. peanut, bee sting, latex) and Notes (i.e. anaphylaxis), if applicable. Leave blank if student does not have any allergies
- 8. Click "Save"
- 9. To access the next form, in the top left corner

click Return to main form

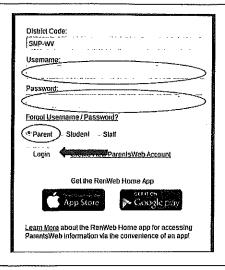
John	Jacob Middle	Doe Last	Jr. Suffix
Physician and Ins	urance:		
Doctor Doctor Phone Dentist 2 Dentist Phone Preferred Hospi	tal	Ins. Company Policy Number Group Number	4
Permission to tr	reat 3 ○Yos ®No		
Medications:			
Aedication 1	5 Dosage	Nota	Able to self-administer
Aedication 2	Dosage	Note	Yes No Able to self-administer
ledical Condition	ns:		
Condition 1		Condition 1 Note	
Condition 2 Condition 3 G		Condition 2 Note Condition 3 Note	
Condition 3 6		Condition 4 Note	·
Condition 5		Condition 5 Note	and the second s
llergles			
Allergy 1		Allergy 1 Note	
Allergy 2 7		Allergy 2 Note	
Allergy 3		Allergy 3 Note	
Allergy 4		Allergy 4 Note	
Allergy 5	1	Aliergy 5 Note	! .



Log In - ParentsWeb

Note: In order to log in to ParentsWeb, you must first create an account. See instructions below.

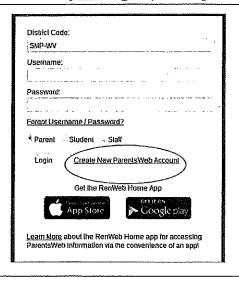
- 1. Go to https://smp-wv.client.renweb.com/pw/
- 2. Enter your Username
- 3. Enter your Password
- 4. Click the dot to the left of "Parent"
- 5. Click "Login"



Create ParentsWeb Account

Note: The email address entered <u>must</u> match the email address associated with your ParentsWeb account. If you encounter any errors, please email our tech support staff at <u>ibarack@smpswv.org</u>.

- 1. Go to https://smp-wv.client.renweb.com/pw/
- Click "Create New ParentsWeb Account"
- 3. Enter your email address
- Click "Create Account". You will receive an email containing a link to establish a Username and Password.



ACCESS FORMS

- On the left sidebar, under "School Information, click "Web Forms".
- In middle of screen, click "Family Demographic Form"
- Complete each form listed for each child. Specific instructions for individual forms are found below.

