

First Day Sheets- directions for completing updates using Schooltool

- 1) Go to the APCSD home page <https://averillpark.k12.ny.us/>
- 2) Click on the Schooltool link
- 3) Enter your username and password
- 4) Click on the icon to open your student's profile page
- 5) Select the User Defined tab
- 6) Select First Day Sheets from the dropdown menu
- 7) Select the paper/pencil icon to edit

****If you have custody paperwork on file with APCSD, a paper copy of the First Day Sheet will be sent home for you to complete. Do not complete the on-line Schooltool First Day Sheet form.*

- 8) Review each section to confirm the accuracy of the information (any changes will be reviewed by the Registrar before officially updating on the student's Schooltool page)

*Specific Notes

- >**K-5 Unplanned Early Dismissal** (select Regular Bus or Picked up)
 - >**Children 5 and younger in household** (for siblings at home not yet attending kindergarten)
 - >**Call System** (select up to 2 telephone & 2 text numbers for an automated system to contact in the event of student absences, school emergencies, health/quarantine screenings, etc)
 - >**Authorizations; Gr 5-12 One-to-One Chromebook program** (select yes to accept the [Chromebook Loan Agreement](#))
 - >**Parent/Guardian Information** (up to 4 entries are available; 'pick-up' indicates if the individual has permission to pick the student up from school)
 - >**Sibling/Self Information** (the student and up to 5 siblings can be listed; include only students in grades K-12)
 - >**Emergency Contact Order** (up to 4 entries available; complete in the order the individuals should be called)
- 9) enter your name and the date
 - 10) scroll to the top of the form and select the green disc icon to submit
 - 11) return to My Home
 - 12) select the next student's icon and repeat steps 5-11
 - 13) when all student First Day Sheets have been updated, Log off from Schooltool