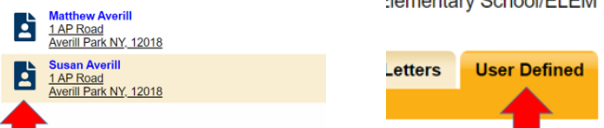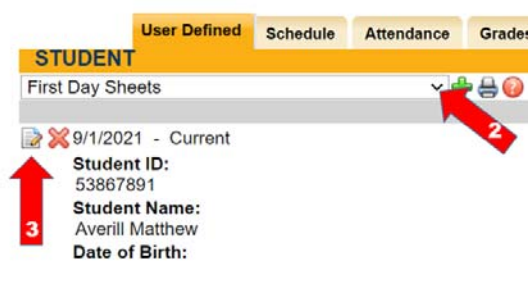# First Day Sheets- directions for completing updates using Schooltool
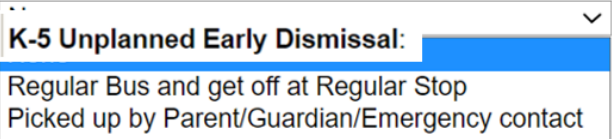
>AP District Home Page https://averillpark.k12.ny.us/ >Schooltool >Login	LOGIN cindyaverill@gmail.com USERNAME •••••• PASSWORD SchoolTool Login

>click on the icon to open the student's profile page >select the 'User Defined' tab	Elementary School/ELEM Matthew Averill 1 AP Road Averill Park NY, 12018 Susan Averill 1 AP Road Averill Park NY, 12018 ...etters User Defined

~User Defined tab~ >dropdown to select 'First Day Sheets' >select the paper/pencil icon to begin editing ***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. <u>Do not</u> complete the on-line Schooltool First Day Sheet form.*	User Defined Schedule Attendance Grades STUDENT First Day Sheets 9/1/2021 - Current Student ID: 53867891 Student Name: Averill Matthew Date of Birth:

The First Day Sheet Form will be pre-populated
Please review each section to confirm the accuracy of the information
 	
<u>3 ways to enter data</u>
(Text)- *typed entries*
    (calendar icon)- *dates*
      (dropdown menu)- *fixed responses*
 	
Any changes made will be reviewed by the Registrar before officially updating the student's Schooltool profile.
	Student ID (Text): 12345
	Student First Name (Text): Matthew
	Student Last Name (Text): Averill
	Date of Birth: 7/2/2011
	Gender (Text): Male
	Student Email (Text): 29averillm@apcsd.org
	Primary Language (Text): English
	Internet at Home: Yes
	Mailing Address (Text): 1 AP Road, Averill Park, NY
	911 Address (Text): 1 AP Road, Averill Park, NY
	Primary Phone Number (Text): (518) 123-4567
	Phone Number is Unlisted: Yes
	School Building Attending (Text): Miller Hill Sand Lake Eleme
	Grade (Text): 5

~Specific Notes~

K-5 Unplanned Early Dismissal >select how the student should be dismissed (bus <u>or</u> pick-up)	**K-5 Unplanned Early Dismissal:** Regular Bus and get off at Regular Stop Picked up by Parent/Guardian/Emergency contact

Children 5 and younger in household >for siblings at home who are not yet attending kindergarten (only 2 entries available	- **Name1** (Text): Baby Averill - **DOB1**: 5/10/2021 - **Gender1**: F - **Name2** (Text): - **DOB2**: - **Gender2**: None Only 2 entries available

Calling System	Telephone 1 (Text):
>Select up to 2 telephone & 2 text numbers for an automated system to contact in the event of student absences, school emergencies like closings/delays, health/quarantine screenings, etc	Telephone 2 (Text): → 2 phone call entries available Text Number 1 (Text): → 2 text message entries available Text Number 2 (Text):

Authorizations	Military Recruiters: Photography: Emails to be sent Home: Potential Employers:
>indicate Yes/No for each	
Grades 5-12 only: one-to-one Chromebook program >to view the Chromebook Loan Agreement visit https://www.averillpark.k12.ny.us/chromebook	Indicate 'Yes' to accept the Chromebook Loan Agreement

Parent/Guardian Information	
>up to 4 Parent/Guardian entries are available	Parent/Guardian 1 Information - Name (Text): Cindy Averill Parent/Guardian 1 Information - Relationship (Text): Mother Parent/Guardian 1 Information - 911 Address (Text): 1 AP Road, Averill Park, N' Parent/Guardian 1 Information - Mailing Address (Text): 1 AP Road, Averill Park, N'
>there are 11 components for each individual	Parent/Guardian 1 Information - Custody (Text): Parent/Guardian 1 Information - Phone Number (Text): 518-123-3456 Parent/Guardian 1 Information - Work Number (Text): 518-123-3456 Parent/Guardian 1 Information - Employer (Text):
>**pick-up** indicates if the individual has permission to pick the student up from school	Parent/Guardian 1 Information - Email Address (Text): cindyaverill@gmail.com Parent/Guardian 1 Information - Cell Phone (Text): 518-123-3456 Parent/Guardian 1 Information - Pickup: Yes ←

Sibling/Self Information	
>the student and up to 5 siblings can be listed >only include students enrolled in grades K-12	Sibling/Self 1 Information - Building (Text): Algonquin Middle School Sibling/Self 1 Information - Grade (Text): 7 Sibling/Self 1 Information - Name (Text): Matthew Averill

Emergency Contact Order	
>up to 4 entries are available >complete in the order these individuals should be called	Emergency Contact Order 1 - Name (Text): Mrs. Cindy Averill Emergency Contact Order 1 - Relationship (Text): Mother Emergency Contact Order 1 - Phone (Text): 518-123-3456 Emergency Contact Order 1 - Phone Type: Cell

Submit	
>enter your name and the date	Changes Made by (Text): Changes Request Date:
>scroll to the top of the form; select the green disc icon	STUDENT First Day Sheets
>Return to My Home	
Another student? >select next student's icon and repeat all steps **No other entries?** >Log out	2021-2022 AAAA Students Campus Account MY HOME Matthew Averill / 1 AP Road / Averill Park NY, 12018 — Son — Home: (518)-674-7000 Susan Averill / 1 AP Road / Averill Park NY, 12018 — Daughter — Home: (518)-674-7000