



RDS Parent Access – Online Registration Guide

2016-2017

Step 1: Once logged into Parent Access, locate the name of your child on the left-hand side of the screen. Each child who has yet to complete the online registration process will have **Registration Required** beneath their names as shown in the example below. Click on **Registration Required** to begin the online registration process.

Home add a student account settings

RDS RDS Parent Access

Cuomo, Rivers Z
REGISTRATION REQUIRED
Grade 05
Test Intermediate School

View: Parent

Welcome to RDS Parent Access You are logged in as Dad Cuomo.


Click the name of a student to the left to view that student's information.

add a student ...if you have additional activation codes. Each act

account settings ...to view or change your personal information or c

Step 2: You will see an informational screen like the one below. Click on Next after reading through this screen to begin.

Begin Student Registration
T230003 Cuomo, Rivers Zander

To exit registration at any time, click the Home  icon at the top of this page. You can then return to complete registration at a later time.

Next >

Step 3: Review the data presented on the **Update Student Information** screen. You may update any information on this screen that is no longer accurate. Scroll down until you reach the bottom of this screen. Here you must choose whether to receive registration forms in Spanish (Yes) or English (No). Once you have reviewed and updated information, click on Next.

For Registration Forms Only

Spanish Forms * No  

Form Language - No=English / Yes=Spanish  

< Back Next >


Step 4: Review the Emergency Call Sequence on the following screen. If you previously selected a call sequence it will be listed as Current Sequence and no further input is required. If you did not previously select a call sequence, you must choose *at least* one (1) number to call. This will be the first number called in the event of an emergency. Click on Next once you have selected at least one emergency contact sequence.

Emergency Call Sequence

This is the order in which you will receive calls from the school nurse or other school official. Nine phone numbers can be

Phone Number	Current Sequence	New Sequence
Primary Family Home Phone: 219-688-6580	1	1 ▼
Custodial Parent/Guardian Name: Cuomo, M/M Frank Student lives with:: FM Custodial P/G Alternate Phone: 219-688-6580	2	2 ▼
Work 1 Name: Frank Cuomo Work 1 Relationship: Father Work 1 Phone: 312-232-1234 Work 1 Ext: 890	3	3 ▼
Emergency Contact 1 Name: Cuomo, Beverly Emergency Contact 1 Relationship: Mother Emergency Contact 1 Phone: 219-765-6652	4	4 ▼
Emergency Contact 2 Name: Wilson, Patrick Emergency Contact 2 Relationship: Fam Friend Emergency Contact 2 Phone: 312-858-8891		▼

Choose at least one!



Step 5: Review your child’s textbook rental fees on this page. To continue on with the registration process, you must select a payment plan for textbook rental fees. Select the plan you wish to utilize for textbook rental and at the bottom of this page, type an “X” in the box to sign the agreement. Click on **Save and Continue** when ready.

(Check One of the CURRENT YEAR Payment Plans Below)

I will pay the full **current year** amount due with an online payment during the registration process.

As I am unable to pay the total **current year** book rental fees at this time, I will

Choose One Plan

Pay the total **current year** book rental fees in three equal payments as follows:

First payment due no later than the end of September for the amount of	0.00
Second payment due no later than the end of October for the amount of	0.00
Third payment due no later than the end of November for the amount of	0.00

I would like to apply for State textbook assistance. I understand that State assistance pays for only a portion of the book rental fees and does not pay anything towards supply fees. (Note: We strongly encourage families to consider applying for textbook assistance.)

FAILURE TO MEET YOUR SELECTED PAYMENT PLAN BY THE END OF THE SCHOOL YEAR WILL AUTOMATICALLY SUBJECT YOU TO COLLECTION, COLLECTION FEES, ATTORNEY FEES, AND COURT COSTS WILL BE ADDED TO THE BOOK RENTAL FEES AND WILL BE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.

**Agreement is subject to change based on scheduled course changes.

Type "X" Here to sign the document

the parent/guardian, have read and understand all terms of this agreement. Please type an "X" in this box if you agree.

Step 6: The **Parents Right to Know** is the next form in the online registration process. Carefully read over this document in its entirety and then type your initials in the box at the bottom to sign the document.

Click on **Save and Continue** to proceed.


If you would like to receive any of this information, please call the Director of Personnel at 219-650-5300.

By initialing the box to the right, I acknowledge that I have read the Parents' Right to Know Policy

DC

Entered By [Dad Cuomo \(daddycuomo\) 8/1/2016 2:36 PM](#)

Type your initials here to sign the document



Step 7: The **Pest Control Policy** is the next form in the online registration process. Carefully read over this entire document and then type your initials in the box at the bottom to sign the document. Click on the button that says **Yes** if you wish to receive advance notice of planned pesticide applications or click **No** to opt out.

Click on **Save and Continue** to proceed.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Type your initials here to sign the document

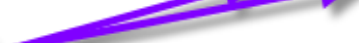

By initialing the box to the right, I acknowledge that I have read the Pest Control Policy

DC

I desire to receive advance notice of planned pesticide applications

Yes No

Choose Yes or No



Entered By [Dad Cuomo \(daddycuomo\) 8/1/2016 2:41 PM](#)

Step 8: The **Random Drug Testing Policy** is the next form in the online registration process. Carefully read this entire document. Scroll all the way to the bottom of the document and click on the button that says **Accept** if you agree to the terms of the policy or click **Decline** to opt out. If your child participates in any extracurricular activities at Merrillville High School and/or intends to drive to school, then you must click **Accept** in order for them to continue to participate and/or drive to school.

Click on **Save and Continue** to proceed.

DRUG TESTING PROGRAM CONSENT FORM

I have received, read, and understand a copy of "The Merrillville Random Drug Testing Policy". I also have read and understand the "Pledge" as stated above.

Having this information at my disposal, I, Cuomo, Rivers Zander will participate in this program and do, hereby, voluntarily agree to subject to its terms. In an effort to promote and reserve the educational value of extracurricular activities and to set an example for others in an effort to promote a student environment free of drug use, I accept the method of obtaining urine samples, testing, and analysis of such specimen and all other aspects of this program. I also agree to cooperate in furnishing urine specimens that may be required if my name is randomly selected.

I further agree and consent to the disclosure of the sampling, testing, and results provided for in this program. This consent is given pursuant to all state and federal privacy statutes, and is consent to disclosure of such test records and results to the extent of disclosure authorized in the program.

Choose Accept or Decline

Accept Decline

Custodial Parent/Guardian Signature Dad Cuomo (daddycuomo) 8/1/2016 3:00 PM

Step 9: The **Technology Responsible Use Policy** is the next form in the online registration process. Carefully read through all three pages of this document. Once you have scrolled through the entire document, type your initials in the box below to sign the document and click **Accept**.

Click on **Save and Continue** to proceed.

Consent

Students at MCSC will be given usernames, email addresses, and passwords that will allow them access to the school network and internet. Access to the network and internet is a privilege and failure to comply with the responsible use policy will result in the loss of this privilege.

All students are expected to follow the rules and regulations that have been documented in the RUP. Misuse of technology will be reported to the building principals and appropriate disciplinary action will be taken.

Parents/Guardian

By initialing the box below I acknowledge that I have read and understand the Technology Use Policy.

Type your initials to sign the document

Initials: **Accept**

Click on Accept

Entered By Dad Cuomo (daddycuomo) 8/1/2016 3:04 PM

Step 10: The **Military Children in Education** is the next form in the online registration process. Carefully read this document. There are two questions required for this form. Make sure to answer both questions. It *is* possible to answer “Yes” to both questions.

Click on **Save and Continue** to proceed.

Please complete the questions that best describes your student’s situation. It is possible to answer “yes” to both.

1. Is the above named student connected to an Active Duty military family: Yes No

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, is claimed as a dependent by an Active Duty member of the Armed Forces of the United States; or the student and an Active Duty member(s) are of the same household whether or not the active duty member(s) claims the student as a dependent.

“Active Duty” means: full-time duty status in the active uniformed service of the United States.

Select Yes or No for each question.

2. Is the above named student connected to a Guard or Reserve military family: Yes No

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, who is claimed as a dependent by a member of the National Guard or Reserve; or the student and National Guard or Reserve member(s) are of the same household whether or not the National Guard or Reserve member(s) claims the student as a dependent.

“National Guard or Reserve” means: members of the Reserve Component as defined in 10 U.S.C. Section 10101. Includes Army National Guard of US, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of US, Air Force Reserve or Coast Guard Reserve.

Step 11: The **Migrant Education Program** is the final form in the online registration process. Carefully read this document. There are *at least* two questions required for the completion of this form, but possibly more depending on your answers. Answer questions 1 and 2. Type your initials to sign the document. If you answered NO to question 2, then you have completed this form and should click on **Save and Continue**. If you answered YES to question 2, then you must complete the remaining two questions.

Click on **Save and Continue** to proceed.

WORK SURVEY

Thank you for answering the following questions. If your child is eligible for the Migrant Education Program, he/she may receive additional educational support. This information is **strictly confidential**.

Student Name: Cuomo, Rivers Zander D.O.B. 06/13/2006 Grade: 05 School: Test Intermediate School
 Parent's Names: Cuomo, M/M Frank
 Address: 8820 Madison Ave City/St: Merrillville Telephone: (219) 688-6580

1. How long have you lived in this city/school district?

2. Within the last 3 years, has your child(ren) moved from one school district to another within the United States, with a parent, relative or guardian so that person could look for seasonal or temporary work in agriculture?

YES NO If you answered NO, please stop.



Type your initials to sign the document here

Please enter your initials confirming your selection(s)

If you answered YES, please continue.

3. When was the last time you or anyone in your household has moved to look for, or work in an agricultural activity within the United States?

Month Year

4. Please check any of the agricultural activities listed below that you have looked for or worked in:

- | | |
|--|---|
| <input type="checkbox"/> Plant or harvest vegetables or fruits | <input type="checkbox"/> Canning vegetables or fruits |
| <input type="checkbox"/> Detassel corn | <input type="checkbox"/> Sod farm |
| <input type="checkbox"/> Tobacco farm | <input type="checkbox"/> Planting, pruning or cutting trees |
| <input type="checkbox"/> Poultry and/or egg farm | <input type="checkbox"/> Dairy farm |

Step 12: Submit Registration

You may click on the name of each form (listed in blue) to bring up a printable version of each form to review. Please note that once forms are submitted, you cannot change information on these forms. Once you have reviewed and/or printed each form and all information is accurate, click on **Submit Registration** to complete the process.

Click "Submit Registration" below to complete the registration process.

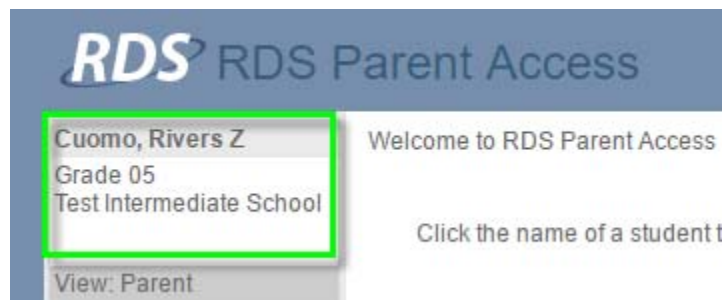
Begin Registration	COMPLETED
Student Information	COMPLETED
Emergency Call Sequence	COMPLETED
MCSC Book Rental v14.0	COMPLETED
Merrillville Parent's Right to Know	COMPLETED
Merrillville Pest Control Policy	COMPLETED
Merrillville Random Drug Testing Policy	COMPLETED
Merrillville Technology Use Policy	COMPLETED
Military Children in Education	COMPLETED
Work Survey v14.0	COMPLETED

Click here when all forms are completed



< Back Submit Registration

Once you click on Submit Registration, you will be taken back to the Parent Access home page. You'll notice that your child's name no longer has **Registration Required** beneath their name.



RDS RDS Parent Access

Cuomo, Rivers Z
Grade 05
Test Intermediate School

Welcome to RDS Parent Access

Click the name of a student

View: Parent