

# Hello Keithley Parents and Guardians!



We are excited to announce that we are now offering the convenience of online registration through partner company, FamilyID ([www.familyid.com](http://www.familyid.com)).

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile so you enter your information only once for multiple uses, multiple family members and multiple programs.

## INFORMATION NEEDED TO REGISTER

It will be helpful to have the following information handy to allow for accurate completion of your online registration.

- *Contact information*
- *Doctor information*
- *Health Insurance Information*
- *Emergency contact information*

A parent/guardian should register by copying on this link: <https://www.familyid.com/keithley-middle-school> and following these steps:

1. If you have previously created an account, please click login. If this is your first time using FamilyID, in the top right corner please select Sign Up.
2. Sign Up for your secure FamilyID account by entering your family name, email address and password. You will receive an email with a link to confirm your new account. (If you don't see the email, check your spam or junk folders.)
3. Click on the link in your email confirmation, which will log you in to FamilyID.
4. Once you are logged in, Click programs and click the desires program to register your child for.
5. Please fill out all the information on this page, then click **Save and Continue**.
6. Review your registration summary and click "**Confirm Registration**" to submit. Once completed, you will receive an email receipt from [registratons@familyid.com](mailto:registratons@familyid.com). You can also view your completed registration on your **Dashboard**. You can log into <https://www.familyid.com> at any time to update your information and to check your registration(s).

Registration links are also located on the district's athletic website at [www.fpschools.org](http://www.fpschools.org) under Departments/Athletics/Athletic Participation.

## COMPLETING YOUR REGISTRATION

In addition to registering online, you must also have a current physical on file and also purchase an ASB card in order to be eligible for athletics participation. Your physical must be current, having had the examination within the last 2 years. Your ASB card must be purchased annually, and can be obtained through the bookkeeper. Lastly, you must also have cleared all past academic and athletic fines.