Applying for Free and Reduced Meals for the 2018-19 School Year

GREATER ALBANY
PUBLIC SCHOOLS

Beginning July 1, you can complete an online application in just a few minutes to apply for Free and Reduced meals for the 2018-19 school year. The State of Oregon program guides you through the application in just a few easy steps.

✓ Easy to use – you are guided step-by-step through the application.
✓ Secure – your personal information is protected.
✓ Green Technology – Environmentally friendly, eliminates the need for a paper application!
✓ Available 24/7 – all you need is an internet connection.

Apply for Free and Reduced meals: https://district.ode.state.or.us/apps/frlapp/default.aspx

Download detailed step by step instructions:
https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/on-line-meal-application-tips.pdf

If you are not able to apply online at home, you can apply during the District Computer Labs for Online Registration. If you would like a paper application, you can pick one up at the following locations:

- District Office (718 SW 7th AVE, Monday-Thursday 8 am to 5 pm)
- Welcome Center (701 19th AVE SE, contact for hours 541-704-2376)
- School building during registration in August

Whether students take advantage of this opportunity or not, your child's school receives funding based on the number of students who qualify for free/reduced lunch services. You may qualify for these opportunities and may not know it. There are several reasons we hope you will fill out the online application.

1. If you are willing to share your child's eligibility with our confidential staff, your child may benefit by:

   - Receiving reduced or waived fees for activities, clubs, sports, field trips, camp scholarships, transcripts, college scholarships and applications.
   - Assisting administrators in providing your child equal opportunities in school academic programs.
   - Participation in the AVID (Advancement Via Individual Determination) program.
   - Services from organization partners such as Lion's Club, Soroptimists, and the City of Albany.
   - Having a backup meal plan even if your child typically brings breakfast or lunch to school.

   If you would like to share your child's eligibility, please fill out the form on the back of this flyer.

2. Students who are eligible also provide benefits to their school and our district in the following ways:

   - The free/reduced percent totals are used in district funding allocations to each school.
   - Schools are able to apply for additional grants when eligibility across the school meets targeted percentages.

If you have questions about your application, contact Jenny Stutzman at 541-967-4622 after August 1. Your personal information is handled with confidentiality. All applications are reviewed by the Nutrition Services department for approval.

GREATER ALBANY PUBLIC SCHOOL DISTRICT
SHARING FREE OR REDUCED-PRICE INFORMATION
WITH OTHER PROGRAMS

Dear Parent/Guardian:

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. **The information may also be used to determine your student(s) eligibility to receive benefits for other programs. For the following programs we must have your permission to share your information.**

Sending in this form will not change whether your student(s) get free or reduced meals.

Signing this waiver is NOT A REQUIREMENT for participation in any school nutrition program.

Yes! I DO provide permission for the following programs to access my child's eligibility status.
　　　(Initial each program to which you allow information to be released.)

　　　　　___ Academic enrichment and intervention programs (school-based)

　　　　　___ School fees and transcripts

　　　　　___ Sports, clubs, activities, and field trips (school-based)

　　　　　___ AVID Program (Advancement Via Individual Determination)

　　　　　___ College scholarships and applications

　　　　　___ Family Support Project /FACT (access educational, health, and community services)

If you marked any or all of the programs listed above, fill out the form below. I understand that I am releasing information (student's name, F/R status, and/or contact information) to only the programs I have marked. I certify that I am the parent/legal guardian of the child(ren) for whom application is being made.

　___　　**No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of the programs listed above.

If you checked "No", stop here. You do not have to complete or send in this form. Your information will not be shared.

Signature of Parent/Guardian: _____　　Date: _____

Printed Name: _____

Address: _____

Child's Name: _____　School: _____

Child's Name: _____　School: _____

Child's Name: _____　School: _____

For more information, call Jenny Stutzman, 541/967-4622. Return this form to: Food Services, 3610 Grand Prairie Road, Albany, OR 97322.

This Institution is an equal opportunity provider.

Dear Legal Parent/Guardian,

This packet includes instructions you will need for Online Registration and information about applying online for Free and Reduced Meals. To complete Online Registration, you need your PIV number. The PIV number is located on the label on the bright yellow flyer sent home with your student's report card last year. The PIV number used for Registar is the same number middle and high school parents use to access student grade and attendance in PIV.

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If you do not have the flyer with the PIV number, contact your student's school after August 1 or attend a district computer lab. PIV numbers will only be given to the legal parent/guardian at the district computer lab locations. State or government issued photo identification is required to receive this information.

Online Registration is the first of two steps to register your student(s) for the 2018-19 school year. Registration for your student(s) will be complete after you attend school registration in August. Registration dates/times are listed on the back of flyer with your PIV number. Proof of address will be need to be provided during School Registration. Complete information about registration (school registration dates, proof of address, supply lists, start and end times, etc.) is available at our district website at www.albany.k12.or.us/back-to-school.

Beginning July 23, the following options are available for registering your student during Online Registration:

- **Option 1: Register your student(s) online from the convenience of your home**
  Use the instructions included in this packet to complete Online Registration for all your students in grades K-12 who are returning to the school/district during Online Registration.

  NOTE: It is not recommended to complete Online Registration using your phone or tablet. Your phone or tablet may have difficulty viewing the registration pages or have service issues connecting to Registar. It is recommended that you use a computer, laptop or chromebook.

- **Option 2: Register your student(s) during one of the District Computer Lab dates**
  If you do not have a computer or internet access available to you or you need assistance completing Online Registration, you are welcome to attend a district computer lab. To complete Online Registration, bring the flyer with your PIV number and know your e-mail address you will be using to create your account.

  District Computer Labs are available at the following locations: (Spanish assistance available at all locations)

Date(s)	Time	Location	Address
July 23-27	7 am to 7 pm	District Office	718 SW 7th AVE
July 23-27	7 am to 7 pm	Welcome Center	701 19th AVE SE
July 23	7 am to 1 pm	South Shore Elementary	910 Bain ST SE
July 24	7 am to 1 pm	South Albany High School	3705 Columbus ST SE
July 25	3:00 pm to 7:00 pm	West Albany High School	1130 Queen AVE SE
July 26	7 am to 1 pm	Timber Ridge School	373 Timber Ridge ST NE
July 27	7 am to 1 pm	Periwinkle Elementary	2196 21st AVE SE

Benefits to registering your student(s) before School Registration:
- Save time during School Registration
- Complete Online Registration in more than one session when it is convenient for your schedule
- Register all your student(s) by reviewing and updating information (emergency contacts, health information, etc)

If you are not able to register your student(s) before the School Registration dates, computers will be available at the school to complete the Online Registration.

Need more information?
- Go to www.albany.k12.or.us > Parents > Information > Online Registration
- Contact your student's school (Elementary - after August 1; Middle/High school – varied summer office hours)
- E-mail onlineregistration@albany.k12.or.us (Preferred contact – multiple people have access to answer your e-mail)
  E-mail the following information: Your name, contact phone number, preferred method of contact (e-mail or phone), student legal name, date of birth and information you are needing.
- Call 541-967-4525 and ask for Online Registration assistance (July hours: Monday through Thursday 8 am to 5 pm)

Online Registration Instructions - Creating Your Registar Account

To create your account, you will need the following:
1. Email address - If you do not have an email address, you will need to create an e-mail address.
   The district recommends using Gmail. This email address becomes your user name for future access to your account in Registar.
2. PIV number – This number is located on the bright yellow flyer sent home with your student's report card.

If you have both 1 & 2 please go to: https://albany.registar.lblesd.k12.or.us/en-us/home.aspx

Screen #1
- Click on the blue "Returning Students" box to create an account.

- To change the language between English and Spanish, click on the desired flag at the top right of the screen.
- Once you create an account and start a registration, you can return to finish the registration by clicking on the yellow "Existing User Login" box.

Screen #2
- On this screen enter the following (see photo):
  Line 1: Email your address
  Line 2: Re-enter your e-mail address to confirm
  Line 3: Create a password
  Line 4: Confirm your password
  Line 5: Enter your PIV number
  Line 6: Select Preferred Language (English or Spanish)
  Click REGISTER button

  You will receive an email confirming that you are a registered user. Remember the email and password so you can access your account in the future if needed.

Screen #3
- You will see a Registration Dashboard listing the name(s) of your student(s). **If the names of your student(s) are not listed, contact your school or the district immediately.** Do not start a registration if the name listed is not your student.

- To begin registering a student, click on the START button next to the name of the student.

Online Registration Instructions - General Information

- Information that appears in Registar about your student has been provided during a previous registration.
- Verify and update the information in each step.
- Click the [Save & Continue >>] button to move to the next screen on each step.
- Fields that are required have an * next to them. Information in these fields must be filled in before you can save and continue to the next step. If you do not enter the required information, a red error message will appear at the top of the page.
- If you will be completing the registration in multiple sessions, be sure to save and continue before you log off to save your updates.
- If you need to go to the previous step, click the [<< Back] button.

Online Registration Instructions – Step by Step Quick Tips
(Detailed screen shots of each step is available at www.albany.k12.or.us > Parents > Online Registration)

STEP 1 – STUDENT INFORMATION

Student Information

Legal Name:	Preferred Name:
[StudentLegalName,SIS]	[StudentPreferredName,SIS]
ID #:	Grade:
[StudentID,SIS]	[StudentGradeLevel,SIS]
DOB:	Gender:
[DateOfBirth,SIS]	[TheGender,SIS]

- The information about your student in the greyed out boxes (legal/preferred name, date of birth, gender) that appears on each step can only be updated at the school.
- The information in this step is about the student. Parent/guardian information is located in Step 3.
- IMPORTANT: Indicate YES if there has been a change of address.

STEP 2 – LANGUAGE

- Race and Ethnicity: Categories are federal reporting categories managed in our student information system by Linn Benton Lincoln Educational Services District. Greater Albany Public Schools is not able to add additional reporting categories.
- Race: Read each description underneath the Race category to determine the appropriate category(ies).

STEP 3 – PARENT GUARDIAN

- **IMPORTANT: Beginning with the 2018-19 school year, the first two parent/guardians listed (legal or parent by marriage) will be the parent/guardian to receive School Messenger (attendance) and electronic flyers via Peachjar.**
- If the first two parent/guardian contacts are not in the correct order, do not delete and re-add the parent/guardian contacts to get them in the correct order. Let your school know during School Registration so they can be changed by the school. Re-adding contacts may create duplicate records in our student information system.
- You may list up to FOUR parent/guardian (legal parent/guardian or step parents) contacts.
- All parent/guardians should be listed in this area regardless of whether the student lives with the parent/guardian.
- Phone Number Type: If cell phone, indicate text SMS if the phone number can receive texts.
- Guardian: Guardian is the legal parent (biological or adoptive), parent by marriage (step dad or step mom) or any one with legal authority from the court to make decisions about the student.

STEP 4 – HEALTH

Step 1 Student Information	Step 2 Language	Step 3 Parent Guardian	Step 4 Health	Step 5 Emergency Contacts	Step 6 Consent	Step 7 Release

Step 8 Documents and Digital Signature

- Health information about your student will be entered every year. Entering the information each year will provide the school updated health information about your student.
- Medical conditions: If you have updated orders from your doctor, please bring them to School Registration.
- Physician/Clinic and Dentist: If you do not have a Physician or Dentist, enter NONE.
- Medication: If your student needs to take medication during the school day (prescription or non-prescription), you will need to fill out forms during School Registration.

STEP 5 – EMERGENCY CONTACTS

Step 1 Student Information	Step 2 Language	Step 3 Parent Guardian	Step 4 Health	Step 5 Emergency Contacts	Step 6 Consent	Step 7 Release

Step 8 Documents and Digital Signature

- In the event of an emergency, emergency contacts will be contacted by the school if the parent/guardian is not able to be reached.
- You may list up to FOUR emergency contacts.

STEP 6 – CONSENT

Step 1 Student Information	Step 2 Language	Step 3 Parent Guardian	Step 4 Health	Step 5 Emergency Contacts	Step 6 Consent	Step 7 Release

Step 8 Documents and Digital Signature

- IMPORTANT: The consents are acknowledging information. Read these consents thoroughly before checking the box.
- The Parent/Student Handbook can be downloaded at www.albany.k12.or.us > Parents > Resources > Parent/Student Handbook. A copy of the Parent/Student Handbook will be made available to you during School Registration.
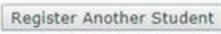
STEP 7 – RELEASE

Step 1 Student Information	Step 2 Language	Step 3 Parent Guardian	Step 4 Health	Step 5 Emergency Contacts	Step 6 Consent	Step 7 Release

Step 8 Documents and Digital Signature

- IMPORTANT: The releases are indicating permission or no permission. Read these releases thoroughly and indicate yes or no.
- Call Order: The call order refers to who you want the school to contact in the order of contact in case of an emergency.
  NOTE: Changing the call order of parent/guardians does not change the 1st and 2nd parent/guardian contact order.
- Restraining order: If there is a current restraining order involving the student, bring to School Registration.

STEP 8 – DIGITAL SIGNATURE

Step 1 Student Information	Step 2 Language	Step 3 Parent Guardian	Step 4 Health	Step 5 Emergency Contacts	Step 6 Consent	Step 7 Release

Step 8 Documents and Digital Signature

- The digital signature acknowledges you are the legal parent/guardian or have been given permission by the legal parent/guardian to provide the information about the student.
- Click Save & Continue >> to finalize your registration. You will be unable to edit any information about this student after clicking this button.
- To register another student, click the Register Another Student button to return to the Registration Dashboard.