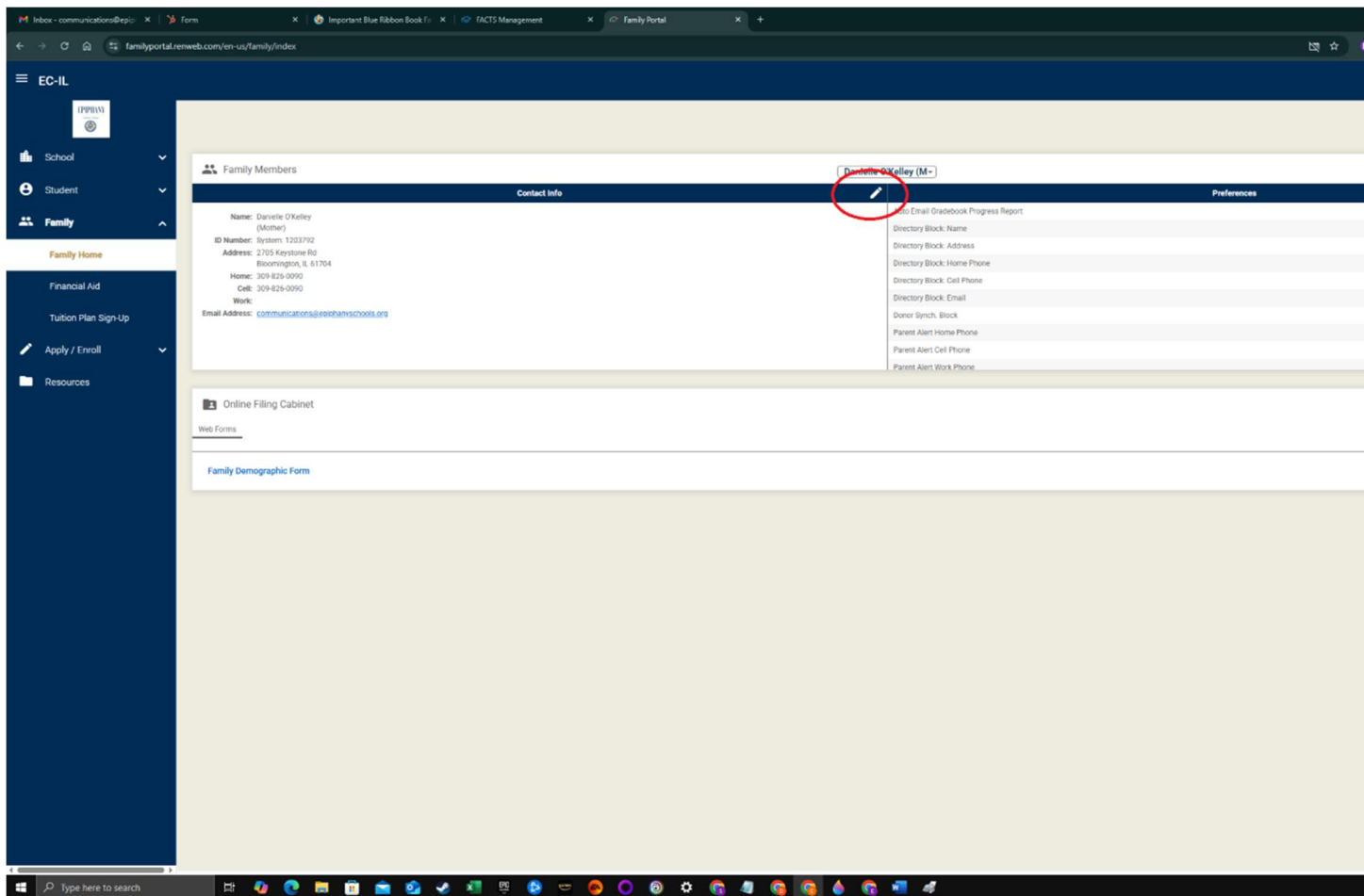


Directory Opt-In How-To

Our school directory will be shared via email with all of our school parents. In order to be included in the directory, parents must opt in. Here's how to opt in or out.

1. Log in to your RenWeb FACTS Account. You will see a "Family Home" on the side bar. Click on that. Then, click the edit button to make changes to contact information.



2. You will be prompted to select what contact information you want to edit. Select the "Custodial Parent Form" under "Custodial Parents." You will need to do this process for both parents in two-parent households.

EC-IL

Family Home

Financial Aid

Tuition Plan Sign-Up

Apply / Enroll

Resources

Family Demographic Form

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Patrick O'Kelley	Student Demographic Form
Brendan O'Kelley	Student Demographic Form
Finnian (Finn) O'Kelley	Student Demographic Form
Bridget O'Kelley	Student Demographic Form
Student Medical	
Patrick O'Kelley	Student Medical Form
Brendan O'Kelley	Student Medical Form
Finnian (Finn) O'Kelley	Student Medical Form
Bridget O'Kelley	Student Medical Form
Custodial Parents	
Shawn O'Kelley	Custodial Parent Form
Danielle O'Kelley	Custodial Parent Form
Emergency Contacts:	
Patrick O'Kelley	Emergency Contacts
Brendan O'Kelley	Emergency Contacts
Brendan O'Kelley	Emergency Contacts
Finnian (Finn) O'Kelley	Emergency Contacts
Bridget O'Kelley	Emergency Contacts

3. Scroll to the bottom, and you will see a series of “yes” or “no” options. If you don’t want a piece of contact information to appear in the directory, select “yes” to block it from being in the directory. If you want information in the directory, select “no” and it won’t be blocked from the directory.

Family Demographic Form

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Employment Information:

N/A Stay at home mom
Company Occupation Work Phone

Street City State Zip

Parent Preferences:

Auto Email Gradebook Progress Report: NEVER

Send updates on Offers and Services: Yes No

Directory: Block Name: Yes No

Directory: Block Address: Yes No

Directory: Block Email: Yes No

Directory: Block Phone (Home): Yes No

Directory: Block Cell: Yes No

Parent Alert: Home Phone: Yes No

Parent Alert: Cell Phone: Yes No

Parent Alert: Work Phone: Yes No

Parent Alert: No Text: Yes No

Save