Geneva Area City Schools

RE: **Student Name:**

INVITATION CODE:

Dear Parent/Guardian,

The Geneva Area City Schools is transitioning to an online registration system called Rapid Registration and your help is required. This system will allow us to update demographic and registration information more efficiently as well as give us the ability to send important information to our parents. **It is important that all parents create and account and complete the Emergency Medical Form in the system.** You may have filled out a paper version of an Emergency Medical Form already. That was distributed so our nurses would have adequate information in the event of an emergency before this system was completely live. Having the information in Rapid Registration will allow our staff to have needed information quickly and have updates of student information completed more quickly. **Once your information is entered, you will only have to go in and verify and electronically sign or make any needed changes and electronically sign yearly.**

Directions to create your account are listed below and your child's Invitation Code is at the top of the page. If you have any problems getting your account created or attaching your student, please email roberta.horvath@genevaschools.org. Also, if you are having difficult gaining access to the technology to complete this, please let Mrs. Horvath know and she will assist you.

INSTRUCTIONS TO CREATE A LINQ REGISTRATION ACCOUNT

On the Internet, go to www.genevaschools.org

Click on "Explore"

Click on "Central Registration"

In the middle of the page you will see a link. Click on it.

    (Link: https://genevaareacityschools.esvportal.com/Login.aspx)

If you don't already have an account, you will choose "Create Account" It is a very short process.

Click on Add Student and use your invitation code which will link your child's information to your account.

Complete the EMA form. Electronically <u>Sign and Submit</u>.

Put your login information in a safe place. This is what will be used to change any of your child's information, ie phone number, address, contacts. Our yearly forms will be completed here also.