



INSTRUCTIONS FOR COMPLETING REQUIRED FORMS FOR THE 2018-2019 SCHOOL YEAR

It is time for all re-enrolled families to complete RenWeb forms for the 2018-2019 school year. You may read the directions below or watch this [short video tutorial](#) that will walk you through the process. Expect to spend about 15 minutes to complete all the forms for each of your children.

All RenWeb forms should be completed no later than June 30, 2018

- Log into [RenWeb](#)
- Find the gray box on the left side of the page and click on [Web Forms](#).
- You will now see a large, white box with two items listed: ***Family Demographic Form*** and ***2018-2019 Required Forms and Releases***.
- Click on [Family Demographic Form](#). Review each subform and confirm that all information is still correct. Make necessary changes. Be certain to **click SAVE** before exiting each page!
 - Student Demographic Form
 - Student Medical Form
 - Over the Counter Medication
 - Custodial Parent Form
 - Emergency Contacts
 - Transportation Form
 - Add Grandparents
- Click on [2018-2019 Required Forms and Releases](#) and complete the required forms. Each subform title identifies the grade levels for which that subform must be completed. Subforms not required for the grade level your child will attend next year do not need to be completed for that child. However, if you have multiple children going into grade levels requiring a particular subform, you will need to complete the subform for each child. Be certain to **click SAVE** before exiting each page!
 - ACKNOWLEDGEMENTS & RELEASES
 - CAR REGISTRATION & STUDENT DRIVER FORM

PDF MEDICAL FORMS

State Required Annual Physicals and Immunization Records

Annual physicals and updated immunization records are a statewide requirement every year for all students. Because appointments for physicals fill up quickly during the months of June, July and August, we strongly suggest that you call your doctor now to make this appointment.

The (1) [Annual Physical Form](#) and (2) [Immunization Record](#) may be printed from the CSS website and brought to your child's doctor for completion. Completed forms can be hand-delivered or scanned and emailed to Ann Runte, arunte@css.org. If you are not sure when your child's annual physical exam expires, call (719) 475-9747 or email Ann Runte at arunte@css.org.

A student may not attend school or participate in any school activities until all RenWeb forms have been completed and the school has a valid Annual Physical Form and Immunization Record on file.
