

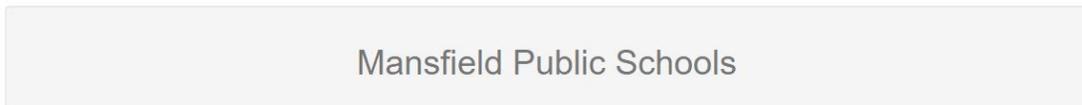
Directions for adding documents in Family Connection

Now with the Family Connection, Mansfield Public Schools has made submitting registration documentation simple. You can use the same login and password you created during the initial registration to now upload all documentation. It can be done on a computer, iPad, or web-enabled Smartphone. Prior to uploading documents, you will need to scan them onto your computer. If you are using a Smartphone or iPad to upload, you will use the notes feature to scan the document (see additional documentation for instructions).

To start you will go to the Mansfield Public Schools Web page

- About
- Student registration

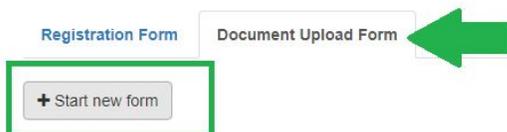
From there, scroll to the bottom of the page and click on **Family Connection**. You may also go directly to <https://ma-mansfield.familyconn.com/>. Log in using the email and password you used during the initial registration. If you have forgotten your password, click on Forgot Login/Password to receive a new password or a reminder of your login



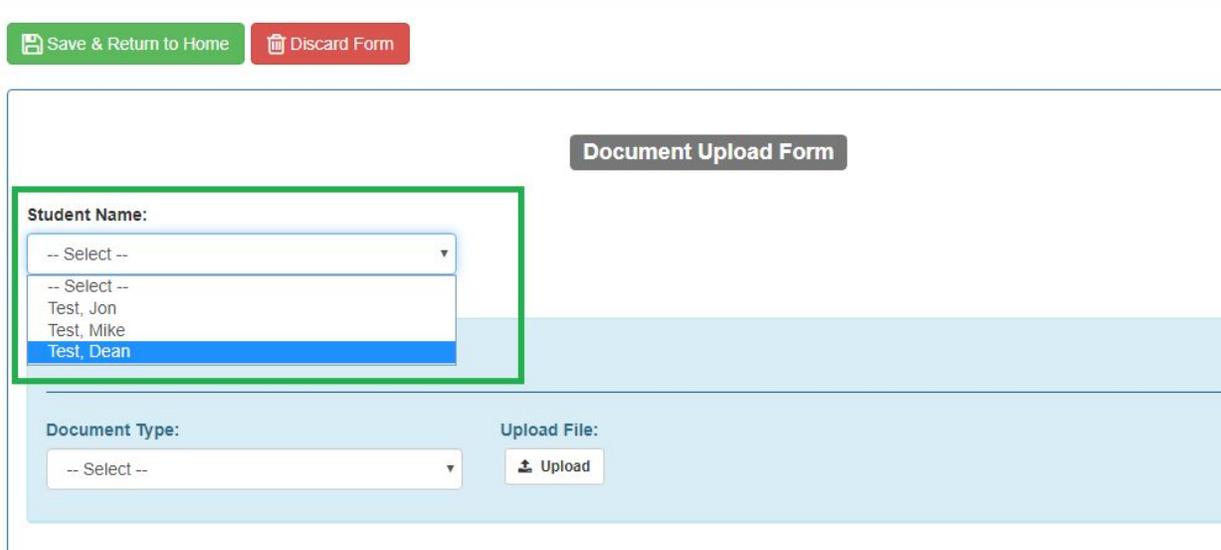
Once logged into Family Connection, there are multiple tabs in the registration area, one for registration and one for documents, click on the button **Document Upload Form**, and select **Start New Form**.

Welcome to Online Student Registration for Mansfield Public Schools in Mansfield, Massachusetts.

- **Roland Green Preschool** has opened their Peer Model APPLICATION process for 2020-2021. Please do **NOT** register online until your child has been accepted into the program. You may, however, register for a special education evaluation at any time.
- **Kindergarten Registration** for 2020-2021 is now open. Complete your registration and click the **SUBMIT FORM** button. In LATE February, the Robinson School will start reviewing these registrations and reach out to you via email with the next steps.
- Once you've completed registering all students, be sure you have clicked the **Submit Form Button** below, then return to the Mansfield Public School homepage for additional instructions. **CLICK HERE** to return.

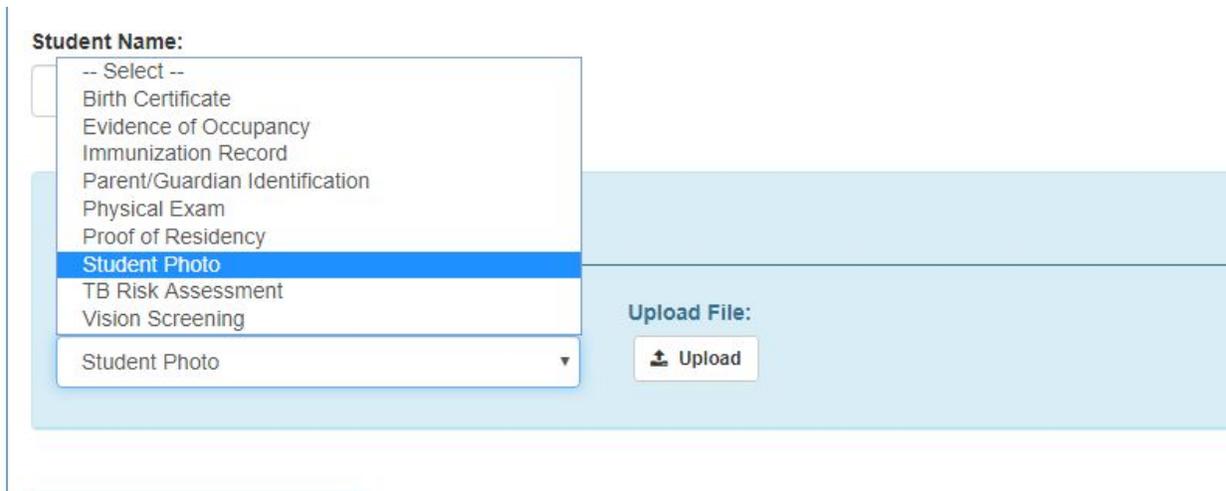


Once you are in the Document Upload Form window, select your student's name from the drop down menu. Please note, the documents you upload here will be specific to just the student you selected. If you have an additional student you will need to upload those forms separately.



The screenshot shows the 'Document Upload Form' interface. At the top, there are two buttons: 'Save & Return to Home' (green) and 'Discard Form' (red). The main form area has a title 'Document Upload Form' in a dark grey box. Below the title, there is a 'Student Name:' dropdown menu that is open, showing a list of student names: '-- Select --', '-- Select --', 'Test, Jon', 'Test, Mike', and 'Test, Dean'. The 'Test, Dean' option is highlighted in blue. Below the dropdown menu, there is a 'Document Type:' dropdown menu with '-- Select --' selected. To the right of the 'Document Type:' dropdown is an 'Upload File:' section with an 'Upload' button.

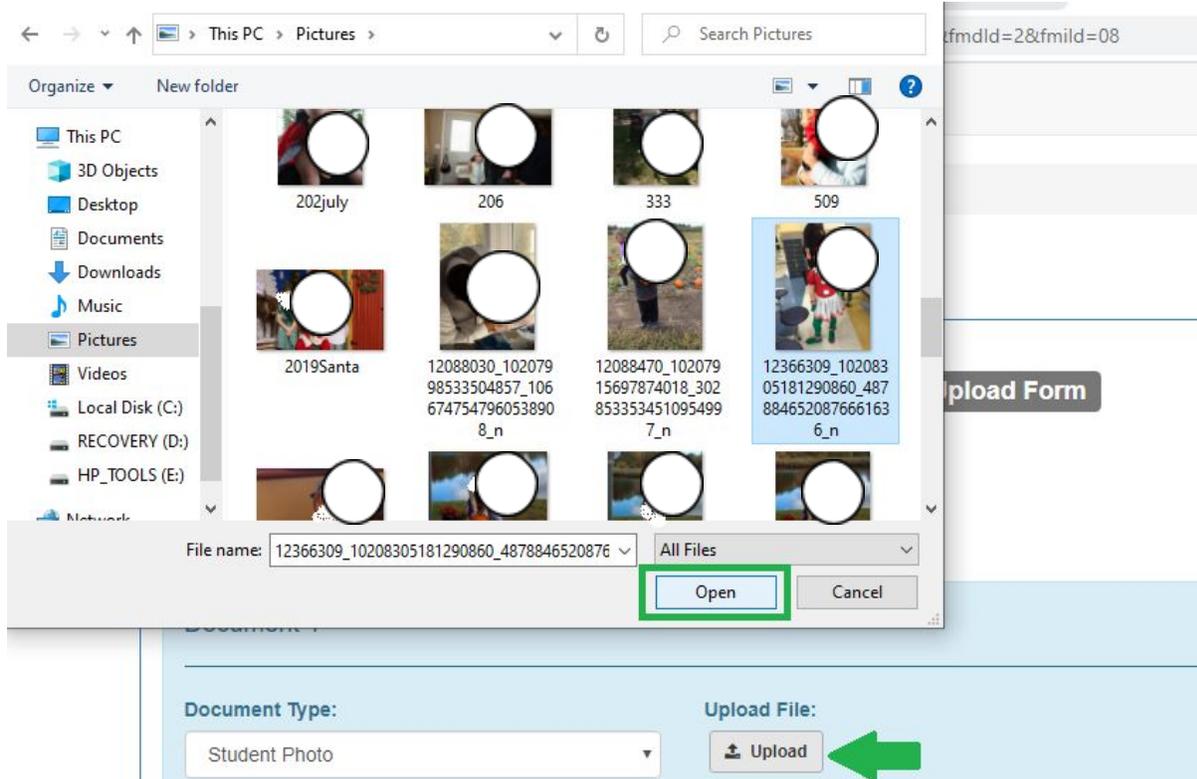
After selecting your student, select the document you will be uploading.



The screenshot shows the 'Document Upload Form' interface with the 'Student Name' dropdown menu closed and the 'Document Type:' dropdown menu open. The 'Document Type:' dropdown menu shows a list of document types: '-- Select --', 'Birth Certificate', 'Evidence of Occupancy', 'Immunization Record', 'Parent/Guardian Identification', 'Physical Exam', 'Proof of Residency', 'Student Photo', 'TB Risk Assessment', and 'Vision Screening'. The 'Student Photo' option is highlighted in blue. Below the dropdown menu, the 'Document Type:' dropdown menu now shows 'Student Photo' selected. To the right of the 'Document Type:' dropdown is an 'Upload File:' section with an 'Upload' button.

Next, select **Upload** and find the document. There are restrictions on the document size, when saving you will be alerted if the document is too large.

Please note, if you are using a Smartphone carefully look on Family Connection for the **document upload form** option.



You can continue adding documents by selecting **Add Additional Documents**

The image shows a document upload form with two document entries. The first entry is 'Document 1' with 'Student Photo' as the document type and a file name. The second entry is 'Document 2' with 'Birth Certificate' as the document type and 'Teachers.pdf' as the file name. A green box highlights the '+ Add Additional Document' button.

If you made a mistake, remove the last document by selecting **Remove Document**.

Document 1

Document Type: Student Photo Upload File: 12366309_10208305181290860_4878846520876661636_n.jpg

Document 2

Document Type: Birth Certificate Upload File: Teachers.pdf

+ Add Additional Document Remove Document

When finished, click **Submit Form**.

Upload File: Teachers.pdf

Remove Document Submit Form

If you do not have all the forms and do not want to lose what you've uploaded, you click **Save** and come back to it later.

Home / Form: Document Upload Form 4/22/2020 1:37 PM

Save & Return to Home Discard Form

Document Upload Form

When you come back to finish uploading, click Continue Entry or Submit if you're done and the documents will be attached to the student record!

	Last Updated	Subject	Form Status
Continue Entry	4/22/2020 1:41 PM	Test, Dean	New Submit
View	4/22/2020 1:37 PM	Test, Dean	Submitted