

School Year 2018/2019 re-registration

April 12, 2018

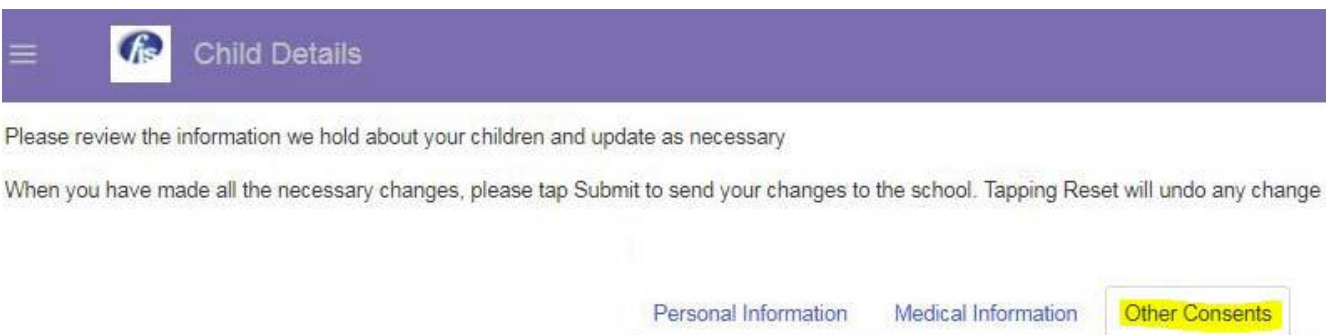
Dear Parents,

It is that time of year when we ask current FIS families to notify us if your child will be returning or not to the FIS for the School Year 2018/2019. You may advise us via the [Parent Portal](#), just follow the steps underneath. Please note, that re-registration has to be done for each child individually in case you have more than one child at the FIS.

1. Please click on "Child Details".



2. Click on the "Other Consents" tab.



Child Details

Please review the information we hold about your children and update as necessary

When you have made all the necessary changes, please tap Submit to send your changes to the school. Tapping Reset will undo any change

Personal Information Medical Information **Other Consents**

3. Look for "Re-Registration 2018/19" and pick the consent from the drop down.

Cloud based environment	Consent Given ▼
Ed & Prof websites eg ECIS	Consent Given ▼
Field Trip	Consent Given ▼
FIS Facebook appearance & SM	Consent Given ▼
FIS Print Media yearbook i.e.	Consent Given ▼
FIS Website	Consent Given ▼
Individual FIS class website	Consent Given ▼
Newspapers and magazines	Consent Given ▼
Pict. for internal purposes	Consent Given ▼
Re-Registration 2018/19	No Information Given ▼



4. Please don't forget to click "Submit".

Submit

Simply follow the above directions and click on the correct status.

1. No information given: Notifies the FIS that a family has not submitted their response.
2. Consent given: Yes, your child is returning.
3. Consent withheld: No, your child is not returning.
4. Contact parent: If there has been a change of payment of school fees, if you are unsure of your plans, etc. If you click on this, we will contact you by email for details.

If your address or other contact details have changed, please continue to use the Parent Portal to provide us with the current information.

Please note, the deadline for re-registration is Friday, April 27, 2018.

If you have any questions, please contact me at lisa.ward@the-fis.de.

Kind regards,

A handwritten signature in black ink that reads "Lisa Ward".

Lisa Ward
Admissions Officer