

Accessing the Fairfield Public Schools Online Student Information Website

In your web browser (Safari, Internet Explorer, Firefox and Opera) go to:

<https://www.k12alerts.com/emergencycards/login/fairfield/>

(Instructions read left to right)

Use the **"Family Login"** button (only!).

Enter your Family ID# and password.
(You may have received a label showing this information.)

Click on the link to edit the child listed, or to add a new child.

Complete all Steps of the on-line form.

Be sure to click on **"Edit"** next to each individual's name, in order to access additional data for reviewing and updating.

Example:

First Name	Last Name	Relation	Home Phone	
FIRSTNAME	LASTNAME	Mother		Edit

Areas to watch for:

Please enter your child's full middle name, no initials.

Make sure your child's full name is in proper case (upper & lower case).

Please complete both of the new race & ethnic questions by answering the two questions: Yes or No to whether or not your child is Hispanic/Latino; and checking your child's race - you may check all that apply. (Note that races may be labeled "Ethnicity" on this form.)

Please note that you may refuse to answer these questions, but in that event a school district staff member will need to make the identification for you.

Please note that the questions on Language pertain to your child's language(s) *at the time when they enrolled* in Fairfield Public Schools.

Pursuant to the No Child Left Behind Act

Is Hispanic/Latino? Yes No

Ethnicity: American Indian or Alaskan Asian White
 Black or African American Native Hawaiian or Other Pacific Islander

Home Language: English

Student First Language: English [Help on Languages](#)

Primary Language: English

Please note that you can indicate separately whether your child's data can be released for use in the PTA School Directory, or to colleges and the military [when your child reaches the appropriate age].

Please be advised that in accordance with the Federal No Child Left Behind Act (NCLB), directory information may be released by the School to military recruiters, colleges, and other parties requesting it unless you as the parent or the eligible student objects to the release of any or

I agree to leave my student information available in a Student Directory or parties as referenced in the statement above. Yes No

I agree to allow my child's name and/or picture to be used by the district in newspapers, newsletters, cable television shows or the district website. Yes No

I agree to allow my student information to be shared with the PTA for the purpose of a Student Directory. Yes No

[Continue to Step 2 >>>](#)

On the Parent/Guardian page always click on "Edit" to show the full parent/guardian information page.

Only parents or legal guardians should be listed in this section.

Step 2: Add Parent/Guardian information for this student

Parent/Guardian				
First Name	Last Name	Relation	Home Phone	
Parent 1	Last	Mother	203-254-0000	Edit
Parent 2	Last	Father	203-254-0000	Edit
Add				

Please ensure that the new "Receive Mail" question is answered appropriately for all parent/guardians listed for your child.

Parent/Guardian Information

Please fill in the information below and also select a Primary Emergency# to be contacted in the event of an emergency. This will be the first number the school uses to contact you.

* Required

Applies To: Just This Student

* First Name: FIRSTNAME

* Last Name: LASTNAME

Name Suffix:

* Relation: Mother

Non-Custodial Parent: No

Receive Mail: Yes

Lives With: YES NO

If you need to remove a parent/guardian from this list (whether due to a duplicate entry or a change in family status): please contact your child's school.

Please be sure your e-mail address(es), mobile, work, and home phone number(s) are up to date so that the nurse and school office may contact you.

These fields are visible for each parent/guardian after you click on "Edit" next to their name.

Email: [\(opting in\)](#)

Confirm Email:

Secondary Email:

Confirm Secondary Email:

Home Phone: --

Unlisted Home Number: YES NO

Work Phone: -- Ext.

Mobile: -- [Select Carrier](#)

NOTE: Carrier is required for receiving Text-to-Cell messages.

Fax: --

[SAVE](#)

If you wish to receive text message notifications of school closings/delays/emergencies: be sure to fill in your mobile phone number and carrier (such as Verizon or AT&T).

Email: [\(opting in\)](#)

Confirm Email:

Secondary Email:

Confirm Secondary Email:

Home Phone: --

Unlisted Home Number: YES NO

Work Phone: -- Ext.

Mobile: -- [Select Carrier](#)

NOTE: Carrier is required for receiving Text-to-Cell messages.

Fax: --

[SAVE](#)

Anyone who is not your child's parent or legal guardian, who you wish to give permission to pick up your child from school, should be listed in the Surrogate section.

Step 3: Add Student Early Dismissal Information

In the event school is closed before regular dismissal time: (please check all that apply)

- My child may go home only with me.
- I give my approval for my child (FIRSTNAME LASTNAME) to walk home.
- I give my approval for my child (FIRSTNAME LASTNAME) to walk home only if accompanied by his/her brother/sister.
- I give my approval for my child to go home on the school bus.
- In the event that I am unable to pick up my child, I give my approval for my child to go home with the following surrogate.

Surrogate			
First Name	Last Name	Home Phone	Medical Proxy
No Surrogates(s) Listed			
<input type="button" value="Add"/>			

Please be sure that the e-mail address(es), mobile, work, and home phone number(s) are also up to date for your child's *Surrogates* and *Emergency Contacts* as well, so that the nurse and school office may contact them.

If your child's *Surrogates* wish to receive text message notifications of school closings/delays/emergencies: be sure to fill in their mobile phone number and carrier (such as Verizon or AT&T).

(These fields will be visible for each Surrogate and Emergency Contact when you "Add" them, and, in the future, after you click on "Edit" next to their name.)

Please note that Voicemail notifications of school closings/delays/emergencies will be sent to all phone numbers listed for all Parent/Guardians and Surrogates unless you specifically opt out.

If you prefer not to receive an automated voice alert for school delays/closings/emergencies: you may indicate your preference on the final Step of the form, at the bottom of the page, above the Save button.

K12 Alerts® Emergency Automated Telephone Dialer
Call Priority Selection of your Phone Numbers

Please indicate up to two phone numbers you would like our automated phone dialer to call in the event of delayed school openings, closings, and other school related information. Please note, for school delays and cancellations, the dialer may start as early as 5:15 a.m.

Contact Name	Contact Type	Contact Phone #	Primary #	Secondary #
FIRSTNAME LASTNAME	Student	Home --	<input type="radio"/>	<input type="radio"/>
		Mobile --	<input type="radio"/>	<input type="radio"/>
FIRSTNAME LASTNAME	Parent/Guardian			

I wish to opt-out of receiving all calls from the Emergency Automated Dialer. Yes No

Please don't miss the last step: after you've reviewed the data you've entered and made any changes necessary – click SAVE!

To do so: at the very bottom of the last page you will need to type the security code that is shown, into the box;



and then click on the "SAVE AND FINALIZE" button.

Thank you!

Thank you for keeping your child's data up to date!

Website for K12 Alerts:

<https://www.k12alerts.com/emergencycards/login/fairfield/>

Fairfield Public Schools main website:

www.fairfield.k12.ct.us

You may use this space to record your Family ID# and Password. (Please keep this information secure.)

You may also wish to use this space to keep track of the last time you updated your family's data on K12 Alerts.