

IMPORTANT INFORMATION FOR COMPLETING ONLINE FORMS FOR 2019-2020 PLEASE READ IMMEDIATELY

As you know, your children are given important forms for you to complete on the 1st day of school. **THIS YEAR YOU WILL NOT RECEIVE THOSE FORMS AS THEY WILL BE ONLINE.**

YOU WILL BE ADVISED BY AN EMERGENCY CALL SYSTEM MESSAGE IN EARLY AUGUST, THAT THE ONLINE FORMS CAN BE COMPLETED. YOUR COOPERATION IS EXTREMELY IMPORTANT.

THIS WILL ENSURE UP TO DATE CONTACT INFORMATION IS ON FILE FOR YOUR CHILD.

If you have a Parent Portal account (or after one has been created):

- Login to Parent Portal at <http://www.battlinminers.com/> using your Username and Password. This will be found on the left side of the page under **Quick Links**. Make sure you select the **"Student Information Portal"** link (see figure 1).

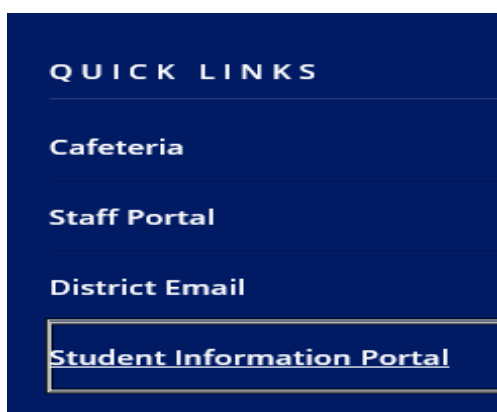


Figure 1

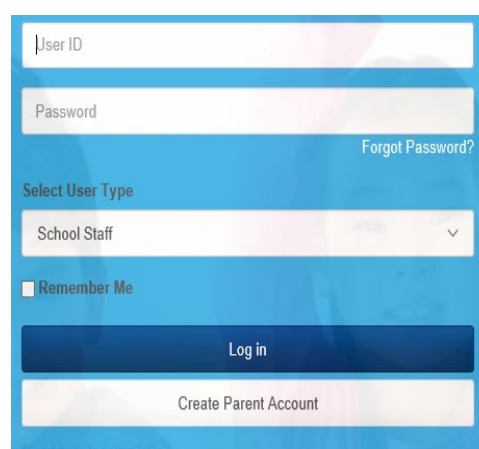


Figure 2

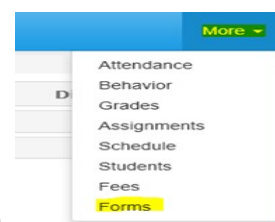


Figure 3

- Click on **"More"** located near the upper right corner, then **"Forms"** (see figure 3).
- This will take you to the CR Enrollment Packet where you will complete the online forms. (See next page for directions)
- Any issues accessing your account should be directed to the elementary office at 570-544-1400 ext 3002. Send emails to Mrs. Lafferty at dlafferty@battlinminers.com with the subject line "Parent Portal".

If you do not have a Parent Portal account:

- Verify school has correct email address on file.
- Go to www.battlinminers.com. On the left side you will see **Quick Links**. Click on **"Student Information Portal"** (see figure 1 above).
- Click on **"Create Parent Account"** (see figure above). Enter your First, Last Name, and email exactly as it appears on record with the school.
- Enter Login Name you want to use.
- Enter Student ID Number
- Click Create Account button. An email is sent to the specific email address that your child's school has on file.

- Once you receive your temporary password return to the login screen and enter your Username, Password, and click on Login. The first time you login with your temporary password, you must change your password.
- Additional information can be found at www.battlinminers.com.

Completing Forms Online

Verify student's name and click "Continue".

Under forms click on "Next". This will prompt you through all the forms. Please verify information on file and make any corrections.

[Packet List](#) [Logout](#) [Return to Portal](#)

Click **Next** to continue your registration.

Family Packet:

Form	Status
Parent/Guardian Information	Submitted
One Call Emergency Form	Submitted
DRUG TESTING POLICY	Submitted
School Lunch Letter	Submitted
Educational Leave Policies and Procedures	Submitted

Returning Student Packet:

Form	Status
Acknowledgements	Submitted
Student Drug Testing Consent	Submitted

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Once all forms have been completed click "Submit Forms" you will receive confirmation of completed form. You are **not** required to print these forms.