



St. Augustine High School

Catholic Education for Young Men Since 1922

July 1, 2021

Dear Parents and Guardians,

We hope this letter finds you enjoying a restful start to summer.

St. Augustine High School is continuing to collect student permanent record updates and emergency information electronically. This year, families will provide updates to their student's permanent record and emergency information by accessing the data via your MySchoolApp account.

This effort is our annual attempt to capture new phone #'s, new emails, emergency contact information, and the like and so we ask you to please provide complete information. In addition to providing basic biographic data (names, address, phones, work info, etc.) Saints will be collecting electronic signatures for all students for these annual forms:

- Annual Profile Update
- Emergency Contact Updates
- Health History update
- Athletics and User Policy Forms
- Random Drug Testing Authorization

(There are five forms to update, verify and electronically sign & submit for each enrolled student.)

For freshmen and new families, we encourage you to set aside about 20 minutes when you are ready to update/confirm your student's data. Some information you may want to gather before completing this task are

- Work phone #'s and emails for parents and guardians
- Emergency contact person(s) phone #
- Doctors name, address and phone
- Health insurance card

To access your student's info simply access the MySchoolApp login page available under both the student and parent drop down menus on the website (www.sahs.org) When prompted enter your MySchoolApp parent/guardian username and password. If you have forgotten your MySchoolApp parent/guardian username and password you can reset the password yourself. If you continue to struggle you may contact Mr. Todd Igelman tigelman@sahs.org or Mrs. Jeannie Oliwa, joliwa@sahs.org for assistance.

Once logged in your will see a banner on the top of the page. It will say you have forms to complete. Select the student whose record you want to update. You will be able to save your

work along the way and you must click *submit* when finished updating your students record or electronically signing forms.

If you have correctly completed the submission you will receive a confirmation email from the school. Please submit all records updates and forms by July 23, 2021.

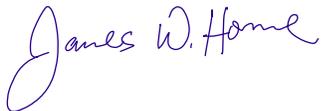
The information you provide in this process will make up your student's permanent record. St. Augustine High School only collects information it needs and will safeguard your student family records and protect your right to privacy.

In addition to filing the electronic forms we encourage you to visit our other digital links on the tab titled **2021-22 School Year info**. Here you will find information on Student Orientations in August, 2021-22 Calendar highlights, Textbooks, Lockers, Orientation Photo Information, Pick-up and Drop-off Guidelines, Dress Code, etc.

If you have questions, please contact the appropriate person(s) at the school by phone or email. The Main Office is open from 7:00 am to 2:00 pm during the summer, and during the school year from 7:00 am until 3:00 pm daily Monday thru Friday.

Enjoy the remaining weeks of summer! We look forward to seeing you in the Fall.

In the Spirit of Catholic Education,



James Horne
Principal