

Shepherd of the Valley Lutheran Preschool

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Dear Parents,

In an effort to make the process more convenient for our families and to be environmentally responsible, we are once again using the online process DocuSign, a secure, legally-binding electronic contract signature program. **The deadline to complete the new student contract is Monday, August 1.**

The 2016-2017 Student Contract for each child requires all parent/guardian signatures.

The online process is intuitive and easy. It is designed to allow you to follow the prompts with very little direction. We have provided a step-by-step guide below as a reference in the event you encounter a question along the way.

To begin, each parent will receive an email from Shepherd's DocuSign for each child enrolled at Shepherd of the Valley Lutheran Preschool. Follow the prompts provided by DocuSign. All emails will be sent by Monday, July 18.

If you do not receive a Student DocuSign email for your child(ren), or if you have any questions or concerns about the process, please do not hesitate to contact Wendy Torres at sovtorres@gmail.com, or [818.347.6784](tel:818.347.6784).

- **If your child needs to fill out "Request of Medication to be taken during school hours", please print a copy and bring it to your physician to sign and return to the office.**

Student Contract Step-by-Step Guide:

1. To begin the electronic form process, click the "**Review Documents**" button in the re-enrollment email.
2. Select "**Continue**" and click "**Start.**"
3. A yellow "**Start**" tab will be on the next page, you will see this yellow tab throughout the document process. Once you click "**Start**" you will be taken to the first form and asked to begin filling in information. The yellow tab will now state "**Fill In**". Not all fields will be required but please fill out as completely as possible.
4. As you tab through each blank, if you do not have any information to put in that blank, please put the letters "N/A."
5. When you are finished with the form, click "**Confirm Signing.**"
6. You will receive a confirmation email and a copy of the documents you signed.

TIPS:

- a) To access your document, return to your email notification and click “**Review Documents.**”
- b) If at any time during the form completion process you need to stop and come back to the document, click “**MORE**” and select “**FINISH LATER.**”
- c) In DocuSign, if you do not see the “**Finish**” button at the top of the screen, there are outstanding fields that need to be completed. Once all information is completed, you will be prompted with the “Finish” button.
- d) If you would like to complete the contract using a PDF to print and mail to the school or wish to submit to the office via mail or in person, please contact Wendy Torres at sovtorres@gmail.com, or 818.347.6784