



NEW FAMILY REGISTRATION INFORMATION FOR 2018-19

Guide to use while completing the Online Registration

*****IMPORTANT: Please use a laptop or desktop with a Windows Operating System and Chrome as your browser when completing the ONLINE APPLICATION. Those using a cellphone or Apple/Mac Operating Systems have not been successful! *** We have a laptop available for your use at the LAM Office.**

To begin the Online Registration, go to the LAM website, www.lamcda.org.

- On the left side of the screen, click on the **2018-19 NEW FAMILY REGISTRATION** link. With this link, you will register the family and one student.
- **After completing each form, click SAVE before CLOSE.**
- Complete the steps of the **NEW STUDENT APPLICATION** and the **NEW FAMILY APPLICATION**.

***NEW STUDENT APPLICATION**

Click on View Forms. Open each form and complete the fields. Please be thorough.

Student Information - All fields with an asterisk (*) are required fields and must be answered. For the student's date of birth, you can ignore the pop up calendar and manually enter the date of birth, mm/dd/yyyy. In the medical text fields, enter "none" if there are no issues.

Getting to Know Your Student – Please complete all fields thoroughly. SAVE and PRINT before closing. SUBMIT to the LAM Office. *If you are unable to print it, please notify the office when you submit your Registration Fees and Forms and we will print it for you.

Release of Information Request – Complete if your student is new to LAM and entering 1st through 5th grade. Please PRINT, SIGN, and SUBMIT to the LAM Office. *If you are unable to print it, please notify the office when you submit your Registration Fees and Forms and we will print it for you. If your student is entering grades Kindergarten and below, click the small box at the top of the screen, "This is an optional form."

***NEW FAMILY APPLICATION**

Click on View Forms. Open each form and complete the fields. Please be thorough.

Parent/Guardian Information for PRIMARY HOUSEHOLD – Enter parent information for the male parent and then the female parent in the Primary Household. The Full Name (P1) and Full Name (P2) are required fields and cannot be left blank. You will need to enter N/A if the field is not needed.

AUTHORIZED to Pick Up, EMERGENCY Contacts, and SECONDARY Household Information, if applicable – Please be thorough. If there are no additional contacts, or a secondary household, click the small box at the top of the screen, "This is an optional form."

Household Information for Student's living in MULTIPLE HOUSEHOLDS – Describe days and hours in the Primary Home and the Secondary Home. If student lives in a SINGLE Household, click the small box at the top of the screen, "This is an optional form."

Family INFORMATION - All fields with an asterisk (*) are required fields and must be answered.

***SUBMITTING YOUR ONLINE REGISTRATION**

Submit when the STATUS shows **100%** complete for the **NEW STUDENT APPLICATION** and the **NEW FAMILY APPLICATION**. If you don't see 100%, you will need to return to the form and complete all fields before it will allow you to submit.

***Registering more than one student?** After completing the **2018-19 NEW FAMILY REGISTRATION**, return to the LAM website, www.lamcda.org. On the left side of the screen, click on the **2018-19 SIBLING REGISTRATION FOR NEW FAMILIES** link. Repeat for each additional student.