

# INFORMATION AND FAQ'S ABOUT FRENSHIP BAND FORMS

We are using a new service, **DocuSign**, to complete our Band Forms this year. It will allow you to legally sign, date, and input information in just minutes. It's going to be super quick and easy....what every parent needs!

## **Information:**

- Click the link on the front page of the band website
- Fill in your name & your students name
- Complete the form & submit
- It will probably take about 5 minutes
- What you'll need:
  - student ID info (Social Security #)
  - medical records (DOB, physician, shot records, etc.)

## **Routing of documents:**

- DocuSign allows for separate signatures from you and your student
- You will sign first, then the document will be routed to your student to sign
- Because we're sure you will want your students to actually read what they're signing, please enter your student's email address in the appropriate place so the document will be routed to them for their signature.
- As the legal parent/guardian, should you desire to sign the documents for your student, please enter YOUR email address in place of your student's email address. After you sign, it will route the document back to you so you can sign your student's name.

## **FAQ'S**

### **Why can't I type in my student's name?**

You are currently in your profile for signing. After you complete and finish the documents, they will be routed to your student (or back to you if you choose - see above) for their signature. When your student opens the documents, their name will appear in the appropriate places.

### **What if I don't know some of the information required on the form?**

Please do your best to acquire the correct information. If it can not be obtained, please indicate that on the form or type "NA" for "not applicable".

**What if I don't have an email address?**

Get one. Today's forms of "Digital Transaction Management" will require you to have a working email address.

**What if my student doesn't have an email address?**

They will most likely need one in the near future for college applications and professional communication so you may want to look into the possibility of acquiring an email address for your student. However, if your student doesn't have one, you may simply enter your email address when required.

**Other problems?**

Please email Mr. Carter at [scarter@frenship.us](mailto:scarter@frenship.us) He will be happy to help you.

