



Dear Milwaukee Montessori School Families,

Milwaukee Montessori School uses My BackPack for student and parent information. All new and returning families will need to complete the registration process including entering health, allergy, medication, and pickup information. Only one parent needs to complete the registration process for each household.

The following must be submitted at your earliest convenience or by the due date. ***ASA REMINDER, STUDENTS MAY NOT ATTEND ANY PROGRAMS UNTIL THIS PROCESS IS COMPLETE.***

1. Update/review your My BackPack profile – see detailed instructions below
2. Health, Dietary Restrictions, Medication Form – see detailed instructions below
3. Be sure to check ‘My Documents’ for informational letters and forms.
4. If your child requires prescription medication:
 - a. Signed Authorization Form
 - b. At least two sets of medication

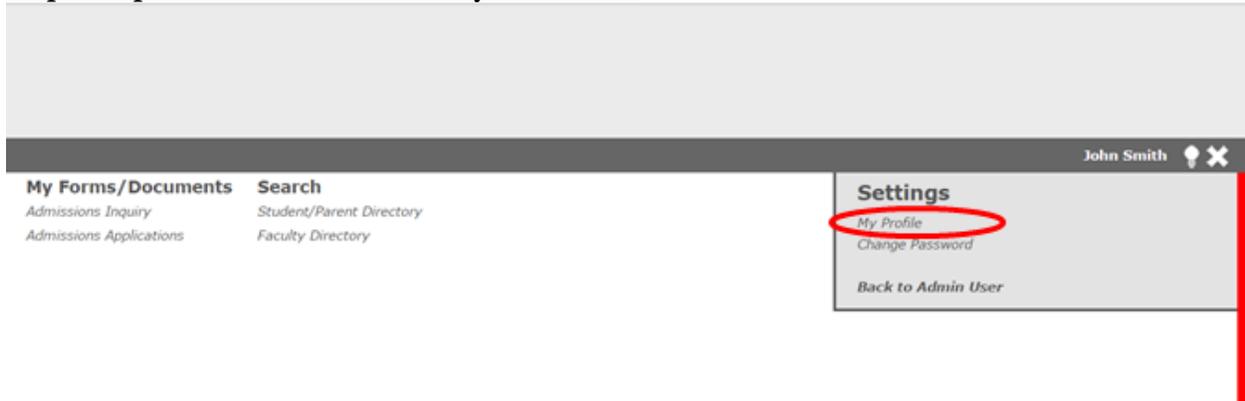
To access your My BackPack account, please click on this link: <https://milwaukee-montessori.seniormbp.com>

- User names were emailed to parents with the “Back to School” email. If you need help finding your user name please contact the front desk: mmsadmin@milwaukee-montessori.org or use the link in My BackPack.
- You will need to set a password. Choose “I Forgot my Username/Password” from the bottom left corner of the message box to set your password.

Next to your name in the upper right hand corner, you will see a magnifying glass. This is a link to the “Help” section of My BackPack. You will find a number of tips and tricks in that section. As always, if you need help, please contact the Front Desk at mmsadmin@milwaukee-montessori.org or 414-259-0370.

There are two required steps you will need to complete during your registration process: Update Profile and submit the Health-Dietary Restrictions-Medications form.

Step 1: Update Parent Profile in My Backpack:



Click on My Profile in the upper right hand corner of the screen.

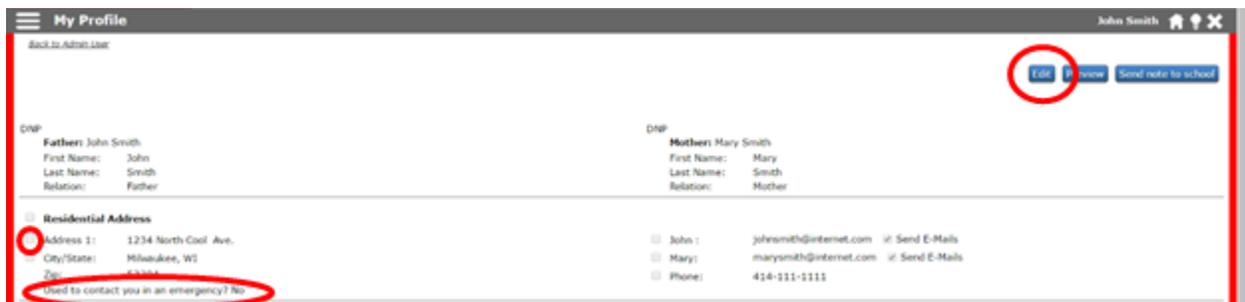
Review your profile and make any necessary changes. To make changes, select “Edit” in the upper right hand corner of the screen. *Please check your phone numbers and list any phone numbers that we can use to contact you in the event of an emergency. Families **must** have at least two phone numbers listed per parent.*

Note 1: Once you start making changes to your profile, please complete all changes before hitting save. Once you have hit save, you will not be able to make any additional changes until the school has approved your previous submission.

Note 2: If you do not have any changes to your profile, choose ‘send a note to school’ confirming you’ve reviewed the information.

Note 3: Be sure to add additional pickup and emergency contacts.

Checking the box next to something in your profile means you do not want it to be published (DNP) in the parent directory. All information that you add to your profile will be accessible to faculty and staff in the event of an emergency.

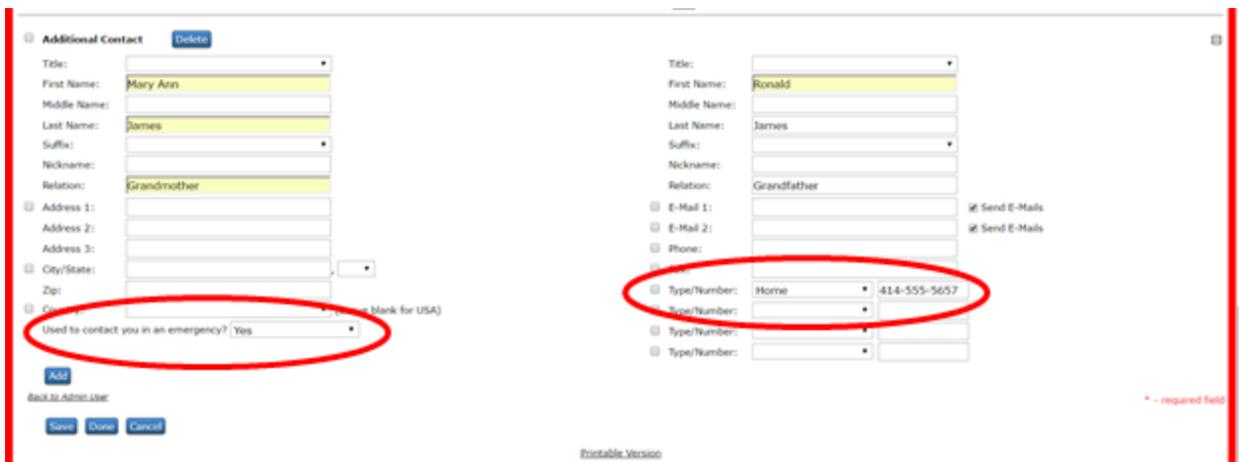


You will also enter all of your approved pick-up people and emergency contacts in your profile. After approving your information, scroll down to “Additional Contact” and select “Add.”

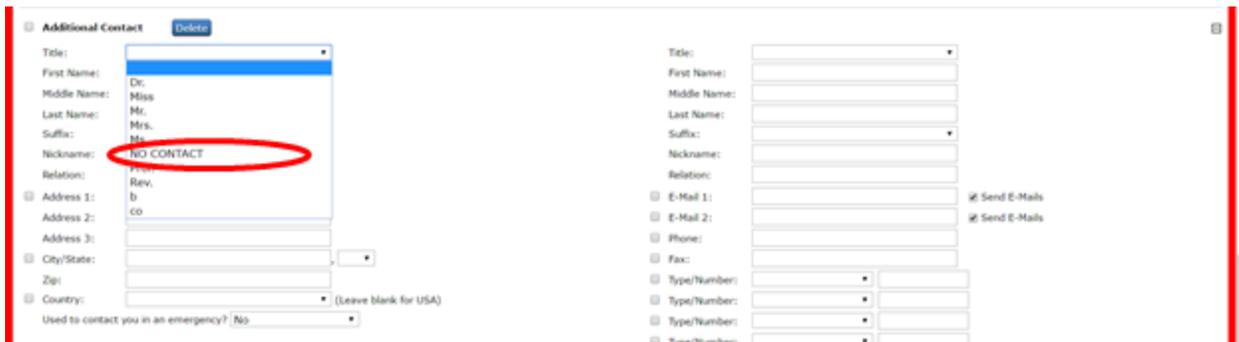
Fill in any people you would like to have on your approved pick-up list or as an emergency contact for your student. *We ask that you have at least one person we can contact in the event of an emergency when we are unable to contact you first. Please include the best phone numbers we can use to contact this person.*



Click "Add" to continue adding additional people.



If there is an individual who is *court ordered* to not have contact with your child, please also list them here. You will find the classification "No Contact" under the dropdown in the phone number field. Then list their first and last name, relationship to the child and '911' as their phone number.



When you are finished, select "Save" and then select "Done."

Step 2. Complete your student forms:

Click on the “Home” button on the upper right hand side of the screen.



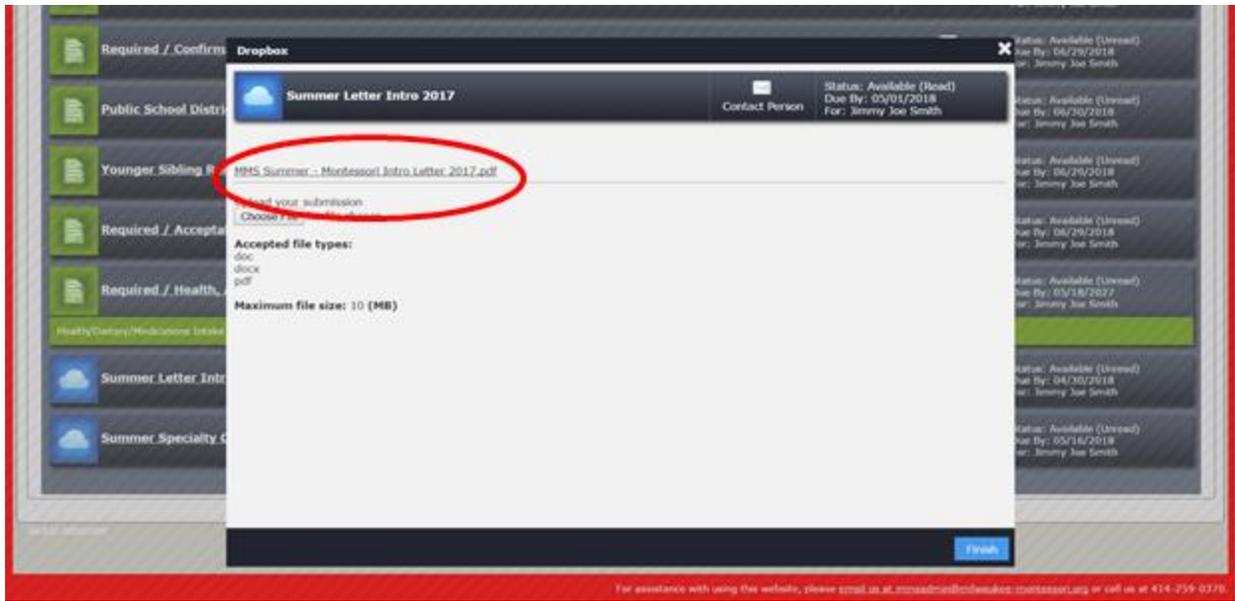
This will return you to your home screen. From there, please click on “My Forms.” The forms in this link are relevant to your student. Any forms listed as “Required” must be completed before your student will be permitted to attend school. Please complete all forms as soon as possible. Forms that are green on the left can be filled out and submitted online. Forms that are blue must be printed. Once the form is completed, upload the form into your My Backpack account. Alternatively, you can e-mail it to mmsadmin@milwaukee-montessori.org or hand it in at the Front Desk.



Each form has their own instructions. Please carefully read the instructions at the beginning of each document.

Note: Not every student will need to submit every form in your ‘my forms’ section. Some forms are optional or only apply if your child needs prescription medication.

To download and print the blue forms, click on the link and then click the link to the PDF.



You can upload your completed and signed document in the same screen.

If at any time you need help, please do not hesitate to contact the Front Desk at mmsadmin@milwaukee-montessori.org or 414-259-0370. ***Your registration needs to be completed at your earliest convenience or by the due date.***

Thank you for your help in completing this important process.