



PARENTSQUARE TIPS



REGISTERING FOR PARENTSQUARE

- + Click the activation link in the email or text sent to you.
- + Visit <https://www.parentsquare.com/signin> and sign in with your email/phone number on file.
- + Click a link in any ParentSquare message you receive.

YOUR SETTINGS

- + All accounts default to the Digest Notification Setting:
- + Time-sensitive alerts & messages are sent right away.
- + Other notifications are bundled and sent at the end of the day—fewer interruptions!
- + [Click here to learn how to manage your ParentSquare settings](#)

KEY FEATURES OF PARENTSQUARE

- + Pay for immediate family members joining field trips
- + Pay for Elite students not using Educational Funds
- + Fill out permissions forms for field trips
- + Receive newsletters from staff & the marketing team
- + Receive in-person event information
- + Submit student photos for the yearbook
- + Purchase a yearbook
- + Sign up for school events including prom and graduation

JOINING CLUBS + GROUPS

- + Clubs are listed in ParentSquare and will be shared in a newsletter.
- + To join, click on a club you're interested in and select "Yes, I will attend."
- + Most Clubs will have a Google calendar invite so that you can add the club dates to your calendar
- + Groups are organized by county
- + Click on a group and follow the prompts to join
- + [Joining a ParentSquare Group](#)

CALENDAR VIEWING SETTINGS

- + Only events your student is eligible to attend will be visible on the calendar
- + Use Calendar View to track events, clubs, school breaks, and holidays
- + The Posts View shows selected messages but may not include everything

ONLINE RESOURCES

- [Getting Started – Activating Your Account](#)
- [Download the Mobile App](#)
- [Other Helpful Articles for Parents](#)
- [Managing your Settings](#)
- [Manage Your Notification Settings](#)
- [View Alerts and Notices Received](#)
- [RSVP for an Event](#)
- [How to Make a Payment for a Field Trip](#)



ELITE FIELD TRIPS



PAYING FOR A FIELD TRIP

- + All payments made through ParentSquare
- + Ticket priority goes to Elite students first
- + Additional tickets will be available for immediate family (adults and siblings)

STEPS

1.  Pay for adults, siblings, or Elite students not using their educational funds (*if applicable*).
2.  Following payment you'll receive a Permissions Form. Complete *one per Elite student*.
3. If applicable, select how to use Educational Funds. If no payment is required, simply complete one permission form per Elite student.

PERMISSIONS FORMS

- + All Elite students and attendees must complete a permission form to attend any in-person meet-up/field trip
- + If an event is free, the permissions form will be available in the ParentSquare post
- + If an event has a cost, all Parents/Guardians must purchase their tickets before receiving the permission form
- + The permissions form provides permission from the Parents or Guardians for the field trip and authorization for medical care while attending Elite Academic Academy
- + Please ensure you fill out this form correctly and completely, as we will use the information you provide to communicate about the event and reach out in case of an emergency.

EDUCATIONAL FUNDS

- + If applicable, educational funds may be used
- + Please check with your teacher or advisor for more information about the use of Educational Funds for a field trip. The student/parent [Elite Handbook](#) is also available for reference.

CANCELLATION POLICY

- + To receive a refund, cancellations must be made *at least 10 business days before the field trip*
- + We cannot accommodate last-minute cancellations
- + Tickets cannot be transferred to individuals or to alternate dates
- + For whole policies, refer to the [Elite Handbook](#)
- + To cancel, please contact our Field Trips Team at fieldtrips@eliteacademic.com

PARENT/GUARDIAN ADULT VOLUNTEER

- + Any adult (18 years or older) attending an overnight or drop-off-only field trip (such as prom or Level Up) must have an [Elite Academic Academy School Volunteer Application](#) on file along with a TB test within the past 4 years. LiveScan is a fingerprinting process that allows a background check through the Department of Justice.
- + Results from the LiveScan are not immediate and can take up to 1 to 4 weeks to clear
- + The cost of the LiveScan is the adult's responsibility; no reimbursement is provided. A LiveScan from another facility cannot be used for this requirement.
- + Elite's HR department will receive the results from each LiveScan. They will only share if the LiveScan has been approved or not with the Field Trips Team.