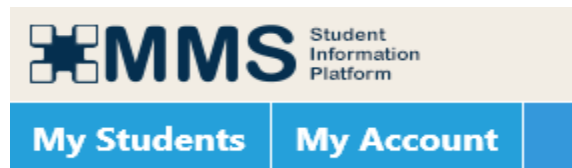


IMPORTANT INFORMATION PLEASE READ IMMEDIATELY

The Minersville School District has collaborated with School Office Pro to offer parents the option to complete many of our forms online. The first phase of this process will involve parents completing the Drug Form. Consent for the Drug Form shall remain valid for students' Jr.-Sr. High School career; you will only need to complete this form once. Drug forms should be completed by May 15, 2017. Students will not be able to participate in athletics, activities or have driving privileges unless the form is completed. Notification will be sent as additions forms become available.

I. If you have a Parent Portal account (or after one has been created):

1. Login to Parent Portal at <http://www.battlinminers.com/> using your Username and Password.
2. Click on *Update Student Information* located near the upper left corner.



[Update Student Information](#)

3. This will take you to School Office Pro where you will complete the online forms.(See back side for directions)
4. Any issues accessing your account should be directed to:
High School – Mrs. Hashin extension 2003
Elementary Center – Mrs. Lafferty extension 3002

II. If you do not have a Parent Portal account:

1. Go to www.battlinminers.com. Scroll down to middle of the page. On the left side you will see *Links*. Click on Parent Portal.
2. Click on "Create Account". Enter your First and Last Name exactly as it appears on record with the school.
3. Enter Login Name you want to use.
4. Enter Student ID Number
5. Click Create Account button. An email is sent to the specific email address that your child's school has on file. Once you receive your temporary password return to the login screen and enter your Username, Password, and click on Login. The first time you login with your temporary password, you must change your password
6. Additional information can be found on the battlinminer website.

1. Verify student's name and click "Continue".

2. Drug Testing Policy should be listed under forms. Click "Next".

3. Review Drug Testing Policy. Select "Yes" from the drop down menu and type you legal name in the box for Parent/Guardian Signature. Click "Next" for the student to enter their legal name and Year of Graduation.

I hereby release and discharge for myself and my son/daughter the School District and its directors, officers, employees, and agents from any and all claims, rights, expenses, debts, demands, costs, contracts, liability, obligations, actions, and causes of action of every nature known or unknown, whether in law or equity, which I or my son/daughter had, now has, or may have which is in any way connected with, or arises out of, the drug testing process or this Policy.

Do you consent to this policy? Yes

Parent/Guardian Signature Type legal name here

Consent shall remain valid for students' Jr.-Sr. High School career until proper form notification occurs as outlined within the drug testing policy.

<< Previous Next >>

Student Signature Type student's legal name here

Year of Graduation 2020

Consent shall remain valid for students' Jr.-Sr. High School career until proper form notification occurs as outlined within the drug testing policy.

<< Previous Next >>

4. Click "Next". Click "Submit Forms" you will receive confirmation of completed form with the option to print for your files.

Congratulations, you have completed all necessary forms for the 2016-2017 Online Registration process. If you would like to print your completed forms, click on the print icon to the left of the form name.

When finished click **SUBMIT FORMS** to send your forms to the district.

Submit Forms

Family Packet: Parent's name will appear here

Print Form DRUG TESTING POLICY

Student Packet: Student's name will appear here

Print Form Student Drug Testing Consent

Submit Forms