

August 23, 2016

Dear RCSD Parents and Guardians:

Beginning this school year, the Rye City School District is moving to a secure, online returning student registration system called InfoSnap. This process will replace the paper forms the District used to send home at the beginning of each school year. We anticipate the new system will be easy to use and more efficient, as well as more environmentally friendly.

You will receive a letter or letters in the mail shortly with individual student Snapcode links for each of your children. Please register your student or students as soon as possible. Frequently asked questions about completing the registration process are below.

If you do not have access to a computer at home, the District has one available for your use at the Central Administration Building office at 411 Theodore Fremd Avenue, Suite 100S. Office hours are Monday through Friday 8:30 a.m. to 2:30 p.m. until August 31. Effective September 1, office hours are 8:30 a.m. to 4:30 p.m.

If you have any questions, please do not hesitate to contact Registrar Janet Gray at gray.janet@ryeschools.org or 914-967-6100, Ext 6282.

InfoSnap FAQs

How do I get started?

Copy your individual student's Snapcode link into a web browser.

What is a Snapcode?

The Snapcode is an individual link, unique to your child. It is like a key to your child's student registration materials for the upcoming school year. You should receive a separate, unique Snapcode link for each of your children.

Should I create an account?

If you've never used InfoSnap to complete an online returning student registration, you should create an account. This allows you to securely save your work and come back at a later time if necessary. You should use the same account to complete forms for multiple children.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required.

What if I make a mistake?

If you would like to make a change, click on the underlined field or click "<Prev" to return to a previous page.

I've completed the form – now what?

When you have finished entering your information, click “Submit.” This will send all the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all of the required questions.

What if I have more than student in the District? Do I need to do this for each child?

Yes, because you will need to provide information that is specific for each student. We recommend that you submit one returning student registration and then start another – InfoSnap will copy shared family information, which will save you time.

I don't know what a question is asking.

You can contact the District's Registrar, Janet Gray at 914-967-6100, ext. 6282 to ask any general questions about the form or the online student registration process.

Help! I'm having technical difficulties.

For technical support, visit infosnap.zendesk.com or click on the “Contact Us” button from any form page.