



# **ALBANY LEADERSHIP**

## **CHARTER SCHOOL FOR GIRLS**

A 6-12 Academy of Excellence

Please visit [www.familyid.com](http://www.familyid.com) to enroll your child today.

This is required as we are going digital and will no longer be accepting paperwork for the enrollment process.

### **FamilyID steps for New families:**

- Create an account
- Fill out all information (participant is student) (owner, parent/Guardian is adult)
- Check off all 3 boxes, the last box will prompt you to check the "I am parent/Guardian box", from there click create an account
- Go to the email that you signed up with to verify your account
- Type in Albany Leadership Charter High School for Girls and New York
- Click on our school to bring you to your dashboard
- If you are a new family look for the 2021-2022 School Year Registration for New Families, click on that and fill out the entire enrollment packet and upload all information that is required
- Look for the Records Request and the Lunch Form in the box labeled Links
- Fill out Records request and save the file, upload document by clicking in the box under records request, find the file that you saved, click open and file will upload
- Fill out the Lunch form and save the file, upload document by clicking in the box under lunch form, find the file that you saved, click open and file will upload
- Once you have filled out the entire enrollment packet and uploaded all necessary documents you will then click continue, on the next page it will ask you to review your answers, on the right side will be a submit button click on that. (your enrollment packet will not be complete unless you hit submit)
- If anything is missing the document will not allow you to continue so make sure you fill out everything with a red asterisk (\*) next to it.

If you have any questions, concerns or need help signing up please contact:

Fanta Jones  
Administrative Assistant  
[fjones@alhsg.org](mailto:fjones@alhsg.org)  
518-694-5300 ext. 109

Carmen Serrano  
Family Liasion  
[cserrano@alhsg.org](mailto:cserrano@alhsg.org)  
518-694-5300 ext. 101