



# Bedford County Public Schools

P.O. Box 748  
310 S. Bridge Street  
Bedford, VA 24523  
Ph. 540-586-1045  
Fax 540-586-7703

Dear Families,

Bedford County Public Schools will once again employ InfoSnap®, a paperless online student registration system.

### **For New and Returning students:**

Student registration will be open June 1<sup>st</sup> and must be completed by July 18<sup>th</sup> in order to receive student schedules and teacher assignments in a timely manner. Please see the Bedford County Public Schools' webpage for a link to registration link: [www.bedford.k12.va.us](http://www.bedford.k12.va.us)

**Schedules and teacher assignments will be withheld until the online registration process is complete.**

**Registration will remain open after July 18<sup>th</sup> however schedules and teacher assignments will only be available by visiting your child's school or through Parent Portal.**

**Schools will be open for lab time and/or assistance. See the bottom of this letter for specific dates and times.**

### **Why is this important?**

- Up-to-date emergency contact information
- School alert messaging
- Up-to-date medical information and alerts
- Bus routing information

### **Who will participate in the online registration process?**

- All students
  - Returning students – parents will need to check ALL information in InfoSnap and verify that the information is correct. Any changes in information will need to be completed at this time
  - New students – parents will need to go to their child's school with the following documentation:
    - A certified copy of the child's Birth Certificate (no photo copies)
    - Record of the child's immunizations/shots
    - A copy of the child's school entrance physical
    - Proof of residency documentation
    - Plan to complete the online registration through InfoSnap while at the school

**When will families participate in the online registration process?**

- Online registration will occur annually prior to the start of school.
- NOTE: schedules and teacher assignments will be withheld until the online registration process is complete.

**What do parents do if they need to update their student's information after the registration window?**

- They will need to contact their school office.

**What information is collected through InfoSnap?**

- Student Demographics
- Family Demographics
- Emergency Contacts
- Medical Information
- Free And Reduced Lunch
- Permission Forms
- Acceptable Use Policy
- Release Forms
- Educational Accord
- Code of Student Conduct

**How secure is my student's information?**

- InfoSnap understand that the student data must be secure at all times and that it must be securely transmitted only to specific designated data recipients. Their security systems and procedures are designed to protect student information consistent with accepted commercial practices. InfoSnap provides security-related developments and solutions such as firewalls, secure password protection, encryption and secure socket layer (SSL), authentication methods, and regular monitoring and updating of their systems and processes.
- Bedford County Public Schools ensures that district programs and policies abide all state and federal laws relating to IT security requirements to safeguard the security and privacy of our students. Our policies and regulations abide by Family Education Rights & Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

If you need assistance with InfoSnap® and/ or need access to a computer, please call or visit Forest Middle School. Our summer hours are Monday – Thursday, 8:00 am – 5:00 pm (closed on Fridays). The week of July 4, FMS will be open Tuesday – Friday, 8:00 am – 4:00 pm.