

# E-FORMAT REGISTRATION AND APPLICATION INSTRUCTIONS



1. First step to registering for E-FORMAT is to select the "New User Registration" link

## Welcome to Your Student Data Management System



User Name:  [New User Registration](#)

Password:  [Password Recovery](#)

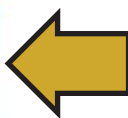
[Log In](#)

2. Next you need to pick whether you're a parent or student registering

### New User Registration

In order to create a log in you will need to provide your name and your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you are unsure about his information.

I am a:   
-Select-  
Student  
Parent

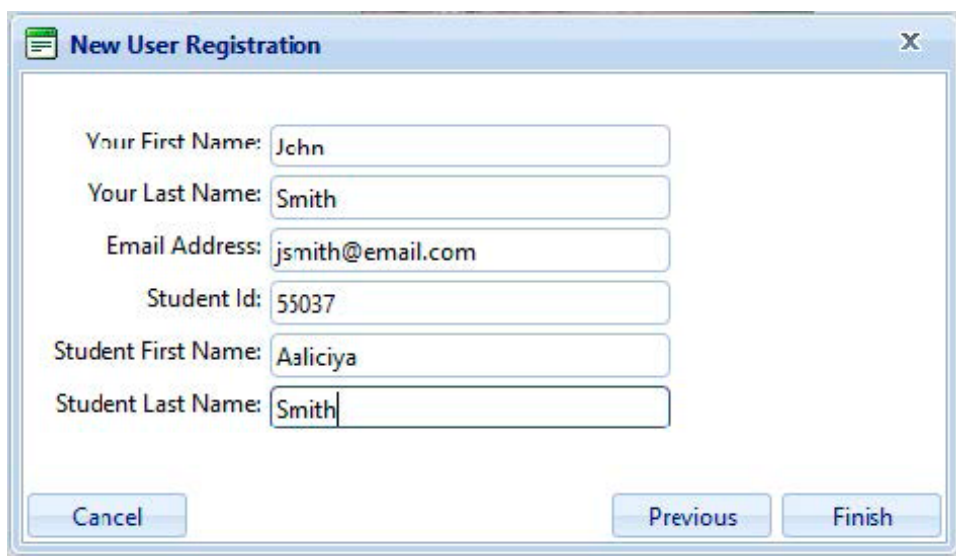


[Cancel](#)

[Next](#)



Then fill out the information:



**New User Registration**

Your First Name:

Your Last Name:

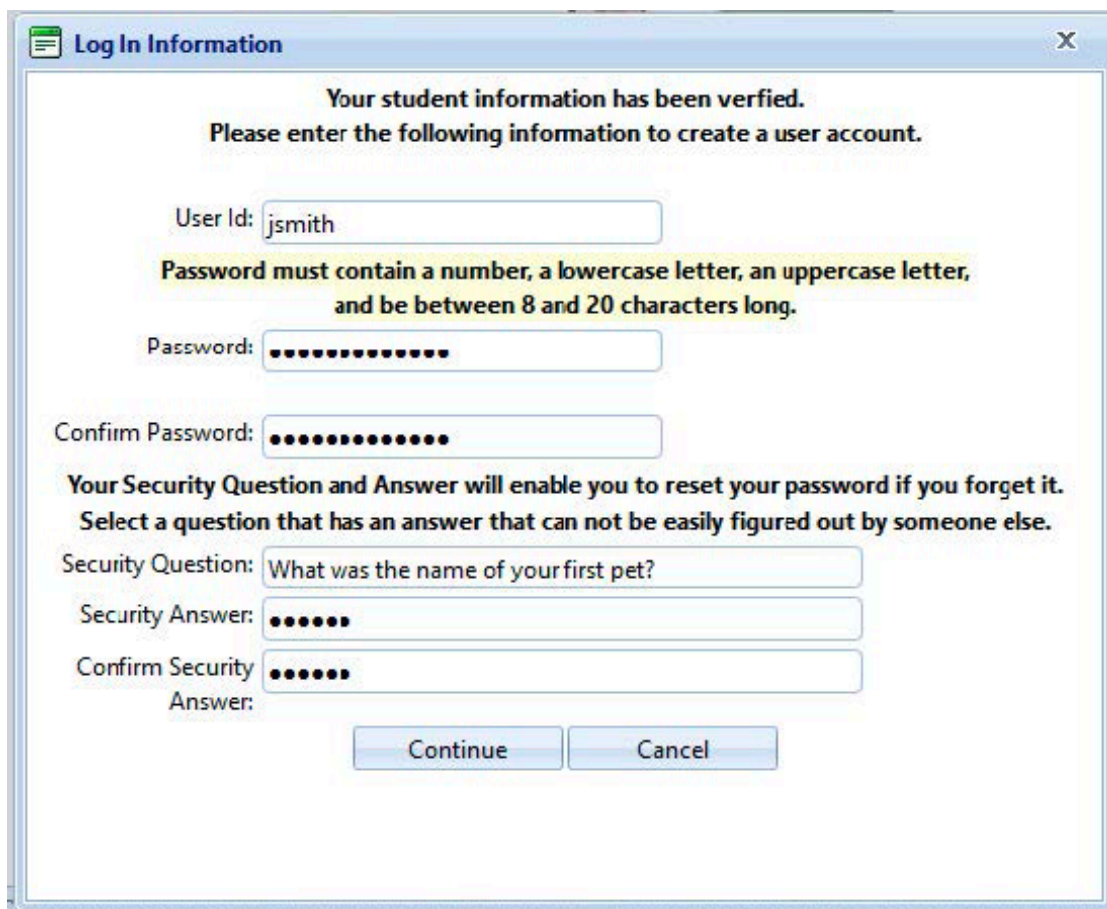
Email Address:

Student Id:

Student First Name:

Student Last Name:

Create a username, password and security question:



**Log In Information**

**Your student information has been verified.**  
**Please enter the following information to create a user account.**

User Id:

**Password must contain a number, a lowercase letter, an uppercase letter,  
and be between 8 and 20 characters long.**

Password:

Confirm Password:

**Your Security Question and Answer will enable you to reset your password if you forget it.  
Select a question that has an answer that can not be easily figured out by someone else.**

Security Question:

Security Answer:

Confirm Security Answer:



3. Now you will use the username and password you just created to sign in to SDMS to begin the application process

User Name:  [New User Registration](#)  
Password:  [Password Recovery](#)

4. Once you're logged in, the screen will look like this below:

Home Help Logout

Welcome to the SDMS Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
55037	Smith	Aaliciyah	Jalen	7	9/23/2003	Horizon Middle School	X

Press button or logo below to enter application



The first thing you will want to do is, update your contact info, and you do this by clicking the "Contact Info" button and then filling out all of the info it asks for.

**Contact Information**

Enter / Confirm Contact Information

Please enter your contact information and preferred delivery method.

Preferred Delivery Method:

Address:

City / State / Zip:

Email Address:

Phone Number:



You can also add students if you have multiple students in your family that need added to your applications.

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
55037	Smith	Aaliciyah	Jalen	7	9/23/2003	Horizon Middle School	X

Add Student

Press button or logo below to enter application

Contact Info FORMAT

Once all of your students and contact info is updated, you can then begin the application process by clicking the "FORMAT" button

5. Once you hit the "FORMAT" button, it will ask you if you want to start a new application.

Select Or Edit Application

Select Application

Select the application you want to work on. Or select Create New Application to start entering a new one.

☒ Create New Application

Continue Cancel



Click on “continue” and then on the next screen it will list the students you have and ask you which ones you would like to include in your application

The screenshot shows a window titled "New Application" with a tabbed interface. The "Students" tab is selected, indicated by an orange arrow. The "Members" tab is also visible. The main text area contains the following instructions: "The following students are listed as part of the family. Check those that you want to add to the application." and "If you are completing an application for other students that are not directly certified you can add the direct certified students as a family member to the application so they are included in your family size." Below this text, there is a single entry: a checked checkbox followed by the name "Aaliciyah Smith". At the bottom of the window, there are two buttons: "Cancel" on the left and "Next" on the right.

Next it will ask to add other “Members” such as other guardians to the application if you have any. If you don’t, just click “Next”

The screenshot shows the same "New Application" window, but now the "Members" tab is selected, indicated by an orange arrow. The "Students" tab is also visible. The main text area contains the following instructions: "The following people are guardians or are on the previous application as members of the family. Check those that you want to add to the application." Below this text, there is a single entry: a checked checkbox followed by the name "John Smith (You must be a member on the application)". At the bottom of the window, there are three buttons: "Cancel" on the left, and "Previous" and "Next" on the right.





On the next screen, it will ask you questions about each student and each member on the application. You **MUST** answer or select an option for each question or it will not let you proceed.

**New Application**

Aaliciyah Smith  
John Smith

First Name: Aaliciyah Last Name: Smith

Assistance Type: None of These

Special Situation: None of These

Foster Child: ☐ Yes ☒ No

Head Start/Even Start: ☐ Yes ☒ No

Earns Income: ☐ Yes ☒ No

Cancel Next

**New Application**

Aaliciyah Smith  
John Smith

First Name: John Last Name: Smith

Assistance Type: None of These

Earns Income: ☒ Yes ☐ No

Income From Work: 400 Weekly

Welfare/Child Support/Alimony: Select Income Frequency

Pension/Retirement/SSI/VA/SS: Select Income Frequency

Other Income: Select Income Frequency

Cancel Previous Finish

Once you finish with these questions click the “Finish” button. You will then be directed to a screen with information regarding the application, after you’ve read through the statement, press “continue” in the bottom left

FORMAT - Free and Reduced Application Processing

**This application is not signed.**

**Statements**  
Instructions  
Students  
Members  
Sign Application

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

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Continue

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The next screen is instructions for your application. After you read through these, press continue at the bottom left

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**This application is not signed.**

**INSTRUCTIONS FOR APPLYING**  
Please read this in it's entirety before proceeding

**A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.**  
**IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS A STUDENT FOLLOW THESE INSTRUCTIONS:**

1. Go to Students: Make sure the student(s) receiving benefits from an Assistance Program have their case numbers entered and all students in the family are listed.
2. Go to Household Members: If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.
3. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary, you can select No SSN. Contact information is optional but recommended if we need to contact you.

**IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS NOT A STUDENT FOLLOW THESE INSTRUCTIONS:**

1. Go to Students: Make sure all students in the family are listed. You do not need to enter income information for students.
2. Go to Household Members: If not listed, add the family member who is receiving the benefits and add them including their case number.
3. If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.
4. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.

**IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF ALL CHILDREN IN THE HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY, OR ATTEND A HEAD START OR EVEN START PROGRAM FOLLOW THESE INSTRUCTIONS:**

1. Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to each student. You do not need to enter income information.
2. Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.

Previous

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This next screen will list all of the students on the application, and at this time you can press the pencil at the end on the left to edit any information about that student.

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**This application is not signed.**

Verify all students that are part of the family and attend the school district you are applying to are listed below and all the information about them is correct.

Id	Name	Grade	School	Categorical?	Income?	Foster/HeadStart?	Other Source?	
55037	Smith, Aaliciyah	7	Horizon Middle School	No	No	No	No	

Previous Continue

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When you're happy with the information about each student, press continue on the bottom left of the screen.



This next screen lets you edit info about family members and guardians that are also on the application. You can also add application members by selecting the “+” button.

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**This application is not signed.**

Verify all household members **that are not students in the school district you are applying to** are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.

+ Add Application Member

Name	Earnings	Welfare...	Pension...	Other	Categorical?	
Smith, John	400 Weekly	None	None	None	None	

Previous

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Below is how you add a member to the application, when you are finished entering the info, make sure to hit the “Insert” Button

**This application is not signed.**

Verify all household members **that are not students in the school district you are applying to** are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.

+ Add Application Member

Name	Earnings	Welfare...	Pension...	Other	Categorical?	
<div>First Name: <input type="text" value="Jane"/> Last Name: <input type="text" value="Smith"/></div> <div>Assistance Type: <input type="text" value="None of These"/></div> <div>Earns Income: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> <div><input type="button" value="Insert"/> <input type="button" value="Cancel"/></div>						
Smith, John	None	None	None	None	None	

Previous Continue

You can now see all members listed once you add a new member

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**This application is not signed.**

Verify all household members **that are not students in the school district you are applying to** are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.

+ Add Application Member

Name	Earnings	Welfare...	Pension...	Other	Categorical?	
Smith, John	None	None	None	None	None	
Smith, Jane	None	None	None	None	None	





Now is where you sign your application.

FORMAT - Free and Reduced Application Processing

**This application is not signed.**  
Please select the Signer for the application. You MUST click Sign to complete your application.

Statements  
Instructions  
Students  
Members  
**Sign Application**

Family Member: John Smith  
Last 4 of SSN: \*\*\*-\*\*-\*\*\*\* ☐ No SSN/Not Applicable  
Preferred Language: English

**Electronic Signature**  
By entering my password below I certify (promise) that all the information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) information I give. I understand that if I purposely give false information, I may lose meal benefits, and I may be prosecuted.

Password:

Previous Sign Application

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Enter the last 4 digits of your Social Security number and then you will need to enter your SDMS password again at the bottom and then press "Sign Application"

Once your application is signed, you will get a confirmation and the ability to download and print your determination letter

Home Help Logout

FORMAT - Free and Reduced Application Processing

**Application Signed: 7/20/2015 At 09:46 AM**  
Your application is now complete. Thank you for using the online application system.

[Download Determination](#)

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At this point, you are finished and can log out.