

# Arbor New Admission

## Step-By-Step Guide

Website: [Carrington School \(arbor.sc\)](https://www.carringtonschool.edu.arbor.sc)





Carrington School

## Log in



Log in with Microsoft

Or

Enter your email address

Enter your password

[First time logging in?](#)

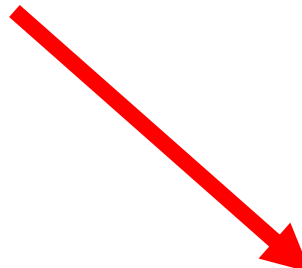
[Forgot your password?](#)

Log in

Trouble logging in? Click [here](#) for help

Powered by  Arbor

Click First time logging in? to get started






This information can be entered by clicking on each line or filling in the relevant section further down the page:

## STUDENT DETAILS **(required)**

Check/update the following by clicking on each line – once you hover over it, the line will turn blue, then click to edit:

- Name (legal and preferred)
- Ethnicity
- Religion
- Language

**PLEASE NOTE:**  
Previous Schools  
cannot be updated

Identity		 Add
Name	Test Student	▶
Sex 	Female	▶
Gender identity	Not specified	▶
Date of birth	13 Oct 2011	▶
Country of birth		▶
Ethnicity		▶
Nationality	Not recorded	
Religion	Not recorded	▶
Arbor Student ID	6187	
Student number		▶
School ID card 	Not issued	▶
UPN	None recorded	▶

This information can be entered by clicking on each line or filling in the relevant section further down the page:

## STUDENT CONTACT DETAILS **(required)**

Click the **green +Add** link on the right to add additional details

Update home address if moved since application was submitted

### Student Contact Details

[+ Add](#)



*No contact details recorded*

This information can be entered by clicking on each line or filling in the relevant section further down the page:

## FAMILY, GUARDIANS AND CONTACTS (at least THREE required)

Click the **green +Add** link on the right to add additional contacts (at least TWO more)

Update own details if required

Family, Guardians and Contacts		 Add
Test Parent	<b>Mother</b> 1st priority emergency contact Primary guardian Legal guardian Can collect	

If there are siblings at the school, Arbor will suggest the same guardians. This can be overridden with completely new guardians, which requests the below information:

« Back      Add Guardian / Contact

**Information**

Please fill out as many fields as you can so that we can make contact in an emergency. Please note that guardians and contacts added from this page will by default not be considered primary or legal guardians. If you want the guardian you are adding to be set as primary or legal guardian, please contact the school.

Title

First name\*

Last name\*

Sex\*

Relationship to student\*

Mobile number\*

Home number

Email address

Options  Can collect

Emergency contact



Cancel      Add Guardian/Contact

A unique (i.e. non-shared) email address must be entered for any contact requiring access to Arbor. **The school will need to set their legal / primary guardian status based on information provided on Microsoft Forms.** Any primary guardians will then need to create their own account and update their own details

This information can be entered by clicking on each line or filling in the relevant section further down the page:

## MODE OF TRAVEL **(required)**



Click the **green +Add** link on the right to add additional contacts (at least TWO more)

Mode of Travel to School		 Add
Mode of transportation	None recorded - click here to add	

This information can be entered by clicking on each line or filling in the relevant section further down the page:

## MEAL PREFERENCES & DIETARY REQUIREMENTS **(required for any specific dietary requirements only – where there are allergies in particular)**

Click the **green +Add** link on the right to add additional contacts (at least TWO more)

Meal Preferences & Dietary Requirements		 Add
Meal preference	None recorded	
Dietary requirements	None recorded - click here to add	



This information can be entered by clicking on each line or filling in the relevant section further down the page:






## MEDICAL INFORMATION **(required)**

Click the **green +Add** link for each item

Add the name of the doctor's surgery at which the child is registered

Add a separate record for each allergy and medical condition

Immunisations (optional)

Medical		 Add
Doctor	Not recorded - click here to add	
Allergies	None recorded - click here to add	
Medical conditions	None recorded - click here to add	
Immunisations	None recorded - click here to add	

This information can be entered by clicking on each line or filling in the relevant section further down the page:

## CONSENTS (required)

Click each line to give consent

Consents	
Biometric Fingerprint	Not consented - click here to give consent ▶
Global Parental Consent for Trips	Not consented - click here to give consent ▶
Internet Access	Not consented - click here to give consent ▶
Parent-Student-School-Partnership	Not consented - click here to give consent ▶