

# RETURNING FAMILY APPLICATIONS

**STEP 1:** Go to <https://ffla.getalma.com/> and log in. Typically, your username is parentsfirstname.parentlastname. If you forgot your password, select *forgot password* and you will be able to reset it. Email [hello@footprintsforlearning.com](mailto:hello@footprintsforlearning.com) if you have an issues.

Footprints for Learning Academy

WELCOME

Sign in with Google

or

username  
Username

password  
\*\*\*\*\*

Log in

Forgot password?

**STEP 2:** After you log in, select “Alma Start Forms and Tasks”

Home Directory Calendar My Students

Footprints for Learning Academy

Welcome, Laura!

TODAY IS A SCHOOL DAY

Events this week (Nov 1-7)

Sun 01 Mon 02 Tue 03 Wed 04 Thu

Non-School Day

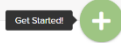
Test Student

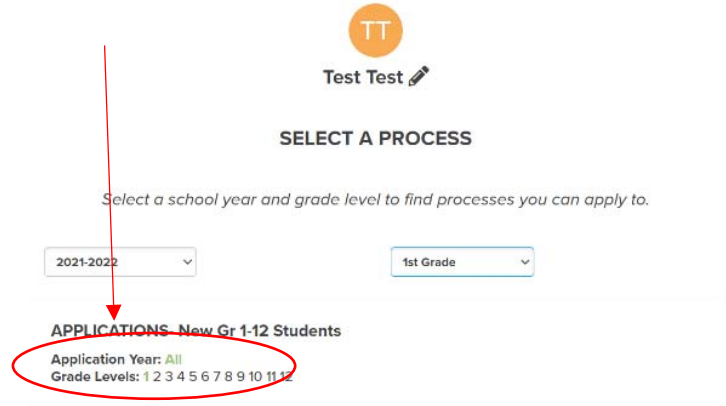
Test Student

Students

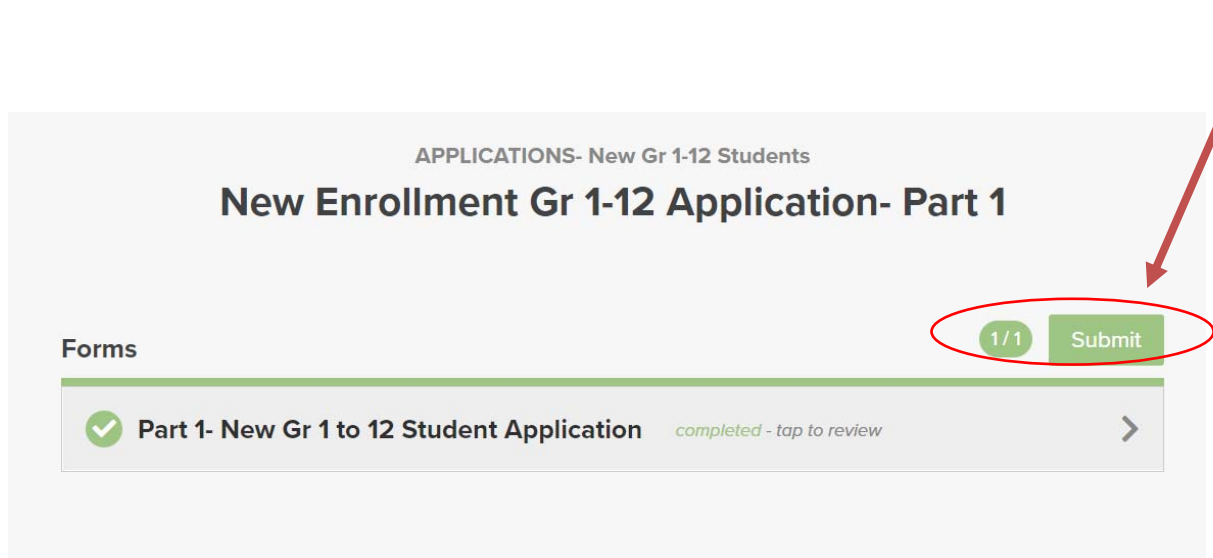
BB Brayan Bancroft  
5th Grade  
1 class today from 7:30am - 4pm  
Today's School Attendance  
Absent (Excused)  
Alma Start Forms and Tasks

CB Colby Bancroft  
5th Grade  
1 class today from 7:30am - 4pm  
Today's School Attendance  
Absent (Excused)  
Alma Start Forms and Tasks

**STEP 3:** You will see each of your children listed on the left-hand side of the screen. You can now apply for each of them. To do so you select the applicable child's name, then select  on the top right. Next, select the school year and grade for which you are applying. Then select the "Application Form" that appears.



**STEP 4:** Now you can fill out the required information in the Application. You can always "Save" the application at any point, then return later to complete it. Once you have selected "Complete" on your application, ensure you remember to **ALSO** submit it by pressing "SUBMIT".



**STEP 5:** Now you wait for the school to process your application. Once your application has been processed, you will receive an email confirmation with one remaining step. In it, you will be given instructions on how to log back into your account, to upload your EFT information. This information is used to process your deposit/fees. Please note that typically it takes a couple weeks for the school's administration to process an application. If you have not heard from us in that time, please email us at [hello@footprintsforlearning.com](mailto:hello@footprintsforlearning.com) .