

Student and Parent Instructions

Online Account Document Management and Photo Upload

Welcome! All of the forms and links to the Heller High application documents can be found on your new [CampinTouch](#) account under the **Forms and Documents** page. Please be sure to contact me, Robin Kulwin, Heller High Director of Admissions, rkulwin@uri.org. I will be happy to help with any questions that may arise.

The following forms are to be filled out online:

1. **Health History Form** (to be completed by parent)
2. **Israel Program Survey** (to be completed by student)
3. **Passport Information** (make sure you have passport in hand)

The following URJ Heller High forms are to be uploaded (see uploading instructions):

1. **Medical Form** (signed by physician)
2. **Insurance Information** (including a front and back copy of the insurance card)
3. **Release Letter and B'rit Kehillah (Code of Conduct)**
4. **Final Waiver**
5. **Study Authorization (and Appendix A, if needed) of Study Authorization for Canadian Students**
6. **Hebrew Questionnaire**
7. **Essay ***
8. **Syllabus 1: English ***
9. **Syllabus 2: History ***
10. **Syllabus 3: Math ***
11. **Syllabus 4: Science ***
12. **Syllabus 5: Foreign Language ***
13. **Syllabus Elective 1***
14. **Syllabus Elective 2***
15. **Photo** (See Page 2 for photo upload instructions) *Summer students do not need to submit Items 7 through 14.
16. **NOTES:**
 1. Semester students may take up to 5 general studies courses. Please upload the applicable syllabi for no more than 5 classes
 2. Summer students may skip items 7 through 14
 3. There is one upload slot for the B'rit and Release. Please combine and upload the signature pages of both forms as one 2-page document.

Uploading Documents to your CampInTouch Account

1. Go to your [CampinTouch](#) account under the **Forms and Documents** page.
2. After completing forms, scan and save the files to your computer as PDF documents.
3. When you save and name your file, for the title, please enter your **Student's Last Name, First Name, and Form Name** as the File Name (ex: Cohen, Jacob, Study Authorization)
 - a. Documents requiring signature(s) will need to be scanned and saved to your computer.
 - b. You may then upload them to your CampInTouch account.

Student and Parent Instructions (continued)

Online Account Document Management and Photo Upload

Submitting a Student Primary Photo

1. Select a digital photo of your student from your computer files
 - a. Please select a photo that clearly shows your student's face - photos are used by URJ Heller High Staff to easily identify students
 - b. Accepted photo file types: JPG/JPEG, PNG, BMP, TIF/TIFF
 - c. Images must be at least 250 x 250 pixels.
2. Click the Upload to **Create a Profile Photo**
3. Once the photo has been uploaded, please use the cropping tool to size and center the box around the face.
4. Click Finish!

IMPORTANT: The items listed below must be either received or uploaded *prior* to scheduling an interview.

- Study Authorization Form (and Appendix A, if applicable)
- Rabbinical Recommendation
- Guidance Counselor Recommendation
- Copy of most recent transcript
- Medical Form (signed by physician) with immunization history
- B'rit Kehillah (Code of Conduct) and Release

Note: There is one upload slot for the B'rit and Release. Please combine and upload the signature pages of both of these forms as one 2 page document.
- On-line Health History (to be completed by parent)
- On-line Israel Program Survey (to be completed by student)

The items listed below are equally important as those listed above but may be submitted after the interview.

- Essay
- Final Waiver
- Insurance Information
- Syllabi
- Photo
- Hebrew Questionnaire (Really! It's not a test and for placement purposes only.)

If it is not convenient or you have difficulty uploading documents, please feel free to attach and email them to me, rkulwin@urj.org or by fax to 212-504-8031. (Faxes come directly into my email.) I will take care of uploading on this end. The less paper sent through the mail, the better! Never hesitate to get in touch with me as questions arise. I am happy to help and look forward to working with you.

Robin

Robin Kulwin
URJ Heller High Director of Admissions