

Special procedures for divorced or separated parents

If you are divorced or separated, each parent needs to file a separate but linked application. In order to do this, we ask that one parent begin the process by clicking on the **Start Application** button on the opening page. From now on, you will be referred to as **Family 1**. This designation has no significance with respect to financial responsibility. It only indicates who initiated the application.

After answering a few questions about family structure and custody, you will be asked to provide an e-mail address for the other parent, who then becomes known as **Family 2**. If there is no other parent living, or if there is a reason why the other parent can't be contacted, please explain in the box provided.

If you have been designated Family 2, you will receive a confidential username and password by e-mail. **Family 1** does not have access to your username and password. Start

at the school's Web site and click on the **FAST** link. Once you get to the FAST page (as shown on the inside front cover), **do not click on the New users link**. Instead, click the "Resume Application" button and enter the username and password on the following screen. This ensures that the applications from both parents will be appropriately linked.

There is only one fee for both applications. It is up to you to decide who will pay. The **Application Status** page displays which sections have been completed by each family. Payment will not be possible until both **Family 1** and **Family 2** have completed their applications.

If **Family 2** does not respond to the initial e-mail, it is possible for **Family 1** to re-send the e-mail by clicking on the **Account Settings** link on the gray Navigation bar and following the instructions.

FAST Help: e-mail: help@ismfast.com or 1-877-326-FAST Call Center hours are 24/7/365