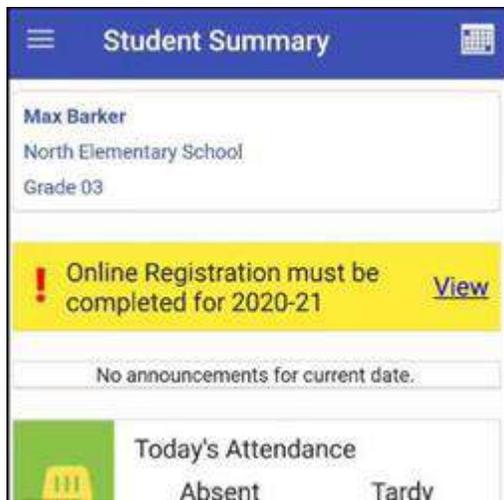


Student Summary/Home Online Registration

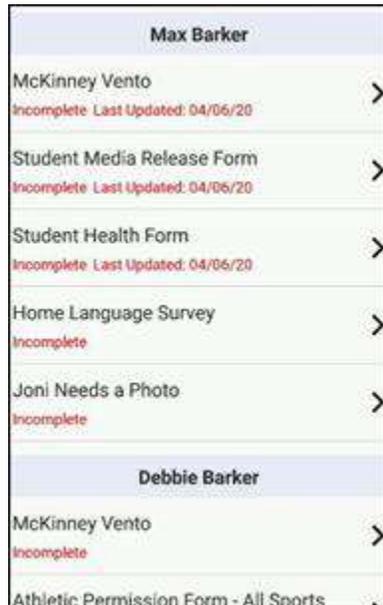
(The Mobile App does not always work well with the registration process)

When online registration is available for any of the students in your family, a notice appears on the Student Summary for the selected student and the Online Registration option is available on the Menu. Tapping the **View** link in the notice (or Online Registration from the menu) takes you to the year for which online registration has not been completed, even if that is not the year currently selected.

The first forms listed have data related to all members of the household. These are followed by the forms for each of the students in the family for whom online registration is currently available. Some students may have more forms than others, depending on their grade level or the school they will be attending. Note that students in the household who are not enrolled in this year will not be shown.



Swipe up/down to see the entire list. (The forms you see may be different than what is shown in these examples.)



The status of each form (Incomplete/Complete/Submitted) is shown below the form name. If a form has already been accessed, the Last Updated date shows to the right of the status.

The first forms listed have data related to all members of the household. These are followed by the forms for each of the students in the family for whom online registration is currently available. Some students may have more forms than others, depending on their grade level or the school they will be attending. Note that students in the household who are not enrolled in this year will not be shown.

Navigating the Forms

Select a form by tapping the arrow on the right side of the screen.

The **Previous/Next Arrows** (1, 3) can be tapped to go to the previous or next form.



Return to List (2) can be tapped to go back to the list of forms.

Start Over (4) allows you to remove all changes that have been made on this form, regardless of whether the changes were just made, or were made when previously editing this form. **Start Over only affects the form currently being viewed.**

Save (5) can be tapped to save what has currently been entered in the form, however the data also saves automatically when you move to a different form.

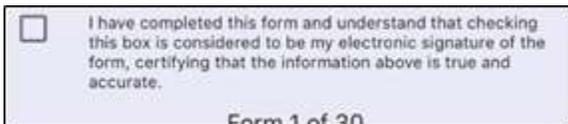
As you make changes on a form, the background of any field that has been changed turns orange:

First Name *	Jeanne
Middle Name	Anne
Last Name *	Barker

Some forms allow information to be entered for multiple people. On these, the name of the currently selected person is shown at the top of the form with arrows that allow you to change between people:



At the bottom of each form, there is a checkbox you tap to **sign** the form. This marks the form as Complete and ready for submission.



Marking a form Complete does not lock it, only that it has been marked as completed; you can still go back and edit any of the forms.

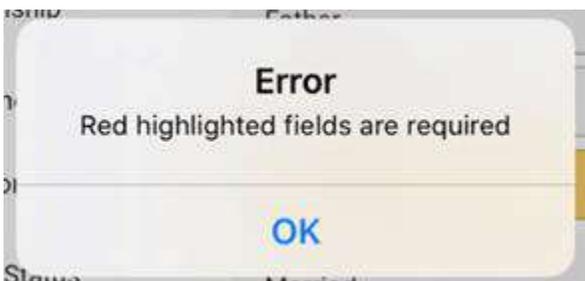
The **I have completed...** box does not *have* to be checked to move to the next form. However, **all forms eventually need to be marked as completed in order for the you to be able to submit the forms to the district.**

Forms may be filled out in any order, but the easiest way to complete everything is to tap the first form and then tap **Next** at the bottom of each form to automatically save your entries and move to the next form.



Editing Data

If a field is required, an asterisk (*) shows at the end of the field name. If you mark a form complete but did not complete a required field, the fields turn red and an error message is displayed.



Adding New Students

If there are additional students in your family who have never attended the district previously and need to be added, open the Student Information form and tap **Add New Student** at the bottom of the page.

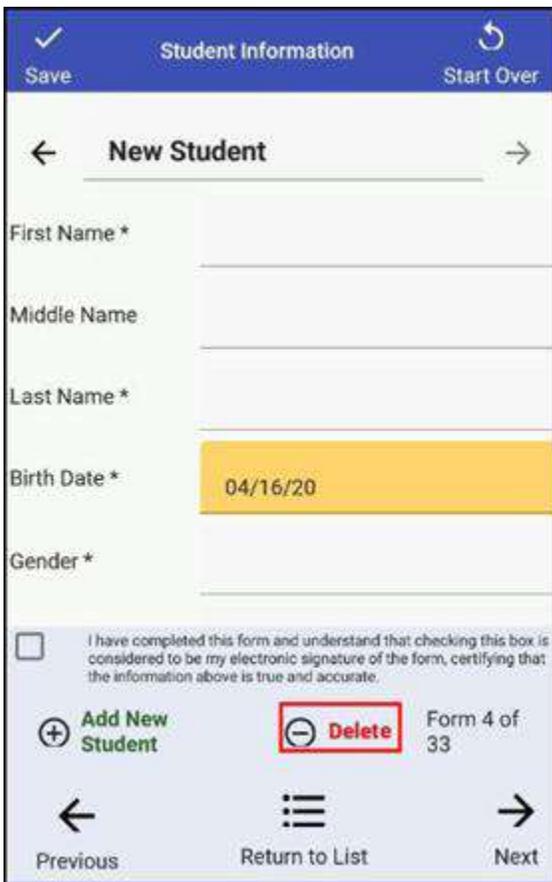


I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

+ Add New Student Form 4 of 33

← Previous Return to List Next →

The screen changes to blank fields where the information about the new student may be entered:



✓ Save Student Information Start Over ↻

← **New Student** →

First Name *

Middle Name

Last Name *

Birth Date * 04/16/20

Gender *

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

+ Add New Student **- Delete** Form 4 of 33

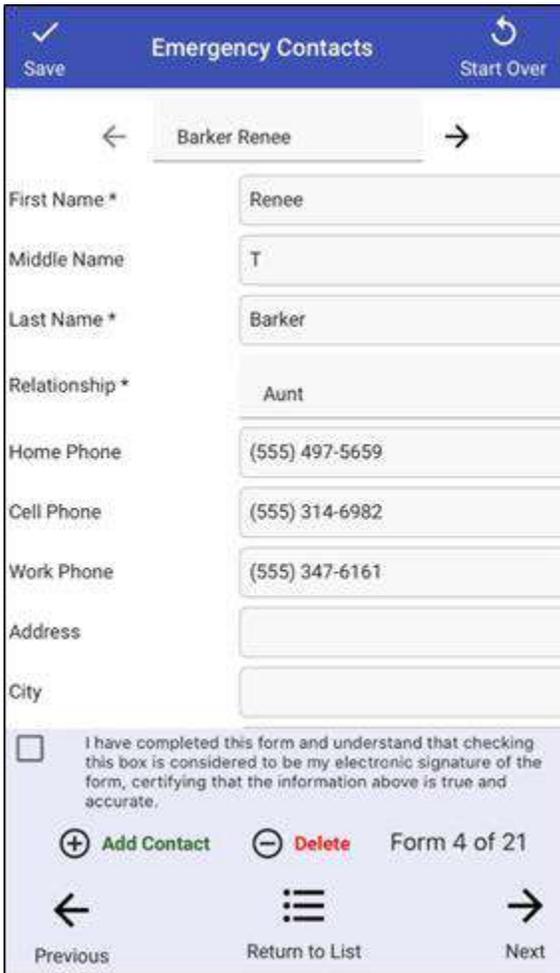
← Previous Return to List Next →

Note that Birth Date defaults to today's date and should be changed to the actual date of birth of the student being added.

If you decide not to add the student after all, you may tap **Delete** at the bottom to return to existing students.

Adding/Deleting an Emergency Contact

If any of the emergency contacts associated with your family need to be removed, open the Emergency Contacts form.



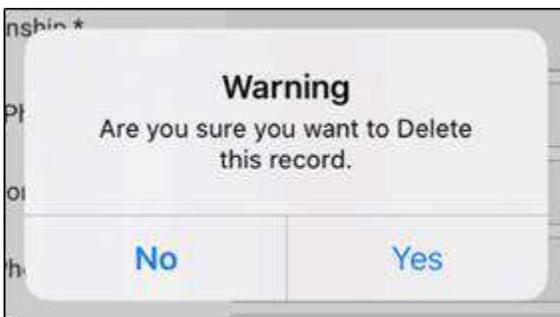
The screenshot shows the 'Emergency Contacts' form for a contact named 'Barker Renee'. The form includes fields for First Name, Middle Name, Last Name, Relationship, Home Phone, Cell Phone, Work Phone, Address, and City. The contact information is as follows:

Field	Value
First Name *	Renee
Middle Name	T
Last Name *	Barker
Relationship *	Aunt
Home Phone	(555) 497-5659
Cell Phone	(555) 314-6982
Work Phone	(555) 347-6161
Address	
City	

At the bottom of the form, there is a checkbox for a declaration: I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Navigation options at the bottom include: **+** Add Contact, **-** Delete, Form 4 of 21, **<** Previous, **☰** Return to List, and **>** Next.

Tap the arrows at the top of the page to find the contact who needs to be deleted, then tap **Delete** at the bottom of the page. A confirmation message is displayed.



The screenshot shows a 'Warning' dialog box with the following text:

Warning
Are you sure you want to Delete this record.

At the bottom of the dialog box, there are two buttons: **No** and **Yes**.

If you need to add new contacts, tap **Add Contact** at the bottom of the page to open a new page where the information regarding the new contact may be entered.

The screenshot displays the 'Emergency Contacts' application interface. At the top, there is a blue header with a checkmark icon and the text 'Save' on the left, and a circular arrow icon with the text 'Start Over' on the right. Below the header is a white bar with a left-pointing arrow, the text 'New Contact', and a right-pointing arrow. The main form area contains several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Relationship *', 'Home Phone', 'Cell Phone', 'Work Phone', 'Address', and 'City'. Each field has a corresponding empty text box. At the bottom of the form, there is a checkbox and a paragraph of text: 'I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.' Below this text are three buttons: a green '+' button labeled 'Add Contact', a red '-' button labeled 'Delete', and the text 'Form 4 of 21'. At the very bottom, there is a navigation bar with three icons: a left-pointing arrow labeled 'Previous', a hamburger menu icon labeled 'Return to List', and a right-pointing arrow labeled 'Next'.

If you change your mind and decide not to add this new contact, tap the **Delete** icon at the bottom of the page.

Adding a Nonresident Household

If there are additional nonresident parents who need to be associated with students in your family, on the Nonresident Parents form tap **Add Household** at the bottom of the page.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

+ Add Household Form 5 of 21

← Previous Return to List Next →

The screen changes to blank fields where the information about the new household may be entered.

✓ Save Nonresident Parents Start Over ↻

← **Nonresident Household 3** →

Parent 1: Add Parent 1 >

Parent 2: Add Parent 2 >

Preferred Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

Students Associated with this Household*

Jack Whoever

Max Barker

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

+ Add Household **- Delete** Form 5 of 21

← Previous Return to List Next →

Information for at least one parent must be entered.



Tap the arrow at the right end of this row to open a new screen where the Parent 1 information can be entered.

Tap the **Back** icon at the top once you have finished entering the information.

Make sure you associate the new household with the appropriate students.

If you decide not to add the household, tap **Delete** at the bottom to cancel the addition.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

+ Add Household **- Delete** Form 5 of 21

← Previous Return to List Next →

Upload Photo/Documents

Some forms may request that you upload a photo or document as an attachment (such as documents to prove residence, immunization records or court orders).

✓ Save Proof of Residence Start Over ↻

Robert Jones

Proof of Residence

(1) provide a notarized statement from the person you are living with stating that you and your child(ren) live there, the address, and for what period of time, **AND**

(2) a document showing that the person you are living with resides within district and school boundaries (see acceptable documents above); **AND**

(3) one or more items from Column B showing you live at the location.

If the situation is temporary, once you have moved into your own home, you will need to bring in proof of residency for your new home.

Attach document here: Upload File **BROWSE**

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

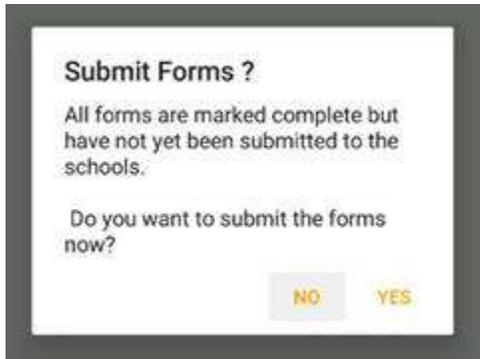
Form 18 of 21

← Previous Return to List Next →

Tap **Browse** to select an image from your photo library.

Submitting the Forms

The first time you return to the list of forms with all forms marked Complete, a message is displayed asking if the forms should be submitted now.



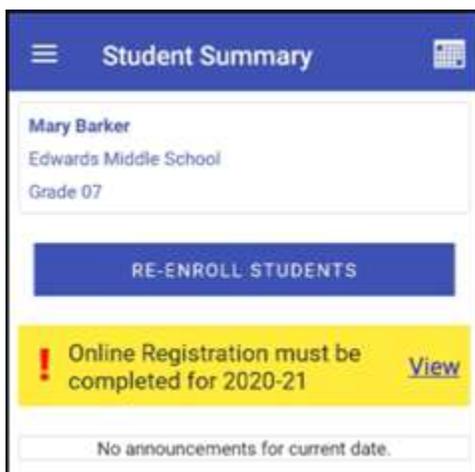
If you are not ready to submit the forms, tapping **No** returns you to the list of forms where **Submit Forms** is visible in the lower right corner of the screen. Tap that option when you are finally ready to submit.

Tapping **Yes** submits the forms and changes the status of each form to Submitted, indicating that the forms can no longer be edited.

Remember that the forms are reviewed before the data on the portal updates, so your changes may not immediately be displayed. If the forms are rejected during the review process, you will receive an email notifying you of the rejection. All the forms are again marked as Complete and all the data previously entered is still there, allowing the necessary changes to be made. When the changes are complete, the forms must be resubmitted.

Re-Enrolling Withdrawn Students

An option exists to allow parents to re-enroll students in their family who attended the district in the past, left, and are now returning. When this is turned on, and a parent is logged into the portal, **Re-Enroll Students** shows under the student header for any withdrawn student who is not currently enrolled.



When **Re-Enroll Students** is clicked, a prompt is displayed for the school year of the re-enrollment (more than one year may display).

← Re-Enroll Students →
Cancel Next

Re-enrollment is currently available for the following years.

For which year do you want to re-enroll students?

2020-21

Tap to check the re-enrollment year and tap **Next**.

← Re-Enroll Students into →
Cancel 2020-21 Next

Re-enroll Barker, Mary

into grade

Previous Enrollment

Grade	School	Withdrawn
07	Edwards Middle School	01/01/20

The student's withdrawn enrollment record displays (more than one student may display). Tap to check the student's name, then tap the **into grade** field.

EC-ECSE

PS-Pre-Kindergarten 3-Year Olds

PK-Pre-Kindergarten 4-Year Olds

K-Kindergarten All-Day

KA-Kindergarten AM

KP-Kindergarten PM

01-1st Grade

02-2nd Grade

03-3rd Grade

04-4th Grade

05-5th Grade

CANCEL

Scroll to and tap the re-enrollment grade (repeat for each student if applicable).

← Re-Enroll Students into 2020-21 →

Cancel Next

Re-enroll Barker, Mary

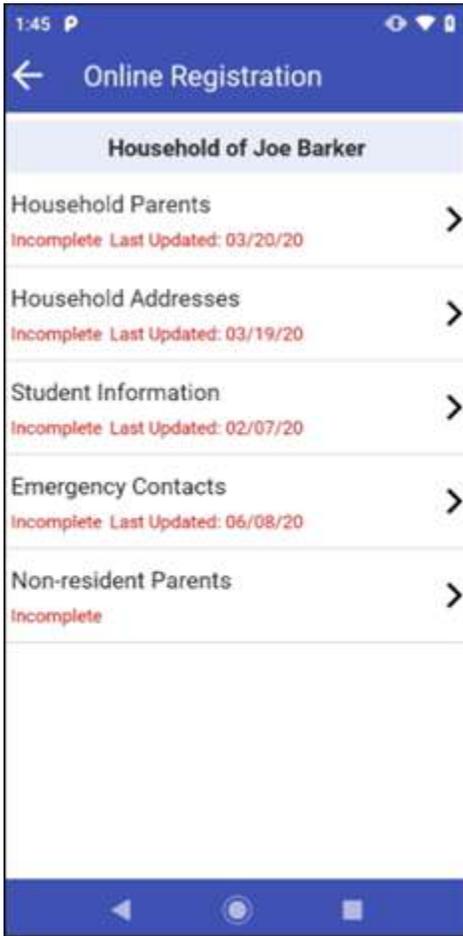
into grade 08-8th Grad

Previous Enrollment

Grade	School	Withdrawn
07	Edwards Middle School	01/01/20

When settings are complete, tap **Next** (or Cancel to abort).

Online Registration displays where forms can be completed. Review/complete the forms and submit, thus completing the Online Registration process.



Exit Online Registration

From the main list of forms (tap **Return to List** if you are not currently on the main list page), tap the arrow at the top Left to return to the student's Home page.

