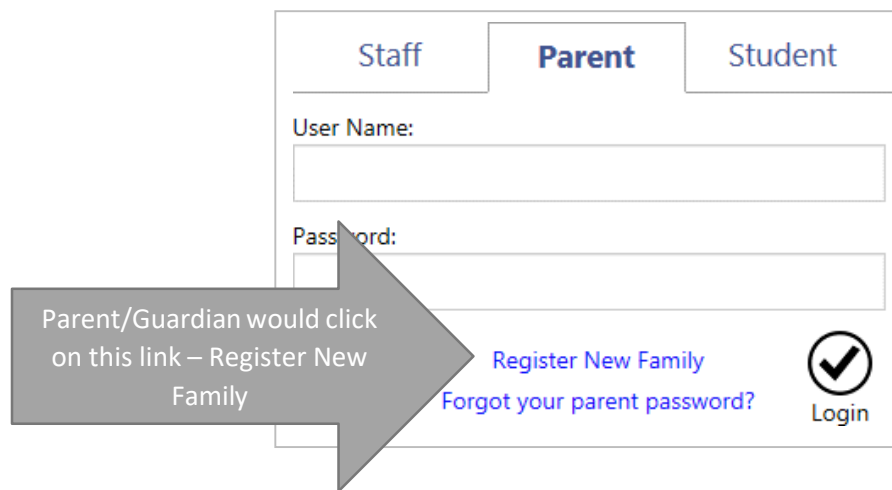# New Families to the District Self Registration

This process only *registers* the students and does not *enroll* them. The families still need to contact the district and get the students enrolled in the appropriate school, but they are able to walk in the door with all their registration paperwork already completed.

Parents/Guardians **_ARE STILL REQUIRED_** to bring in Proof of Residency, Birth Certificate, Immunization records and Parent ID to enroll their child.

Staff	**Parent**	Student

User Name:

Pass ord:

Parent/Guardian would click on this link – Register New Family

Register New Family
Forgot your parent password?

Login

Once the Parent/Guardian clicks on Register New Family, this language box pops up. They will select English and click the Next button

Select Language

⦿ English
○ Spanish

Next   Cancel

On the next screen, another alert comes up telling the Parent/Guardian this is to be used only for those families who are **new** to the district. Meaning, they aren't returning from a previous year, etc.

The Parent/Guardian will click on Next button

Register New Family

This option is intended for use by families who are **brand new** to the district.

This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past.

⬅ Previous   ➡ Next   ✖ Cancel

Parent/Guardian enters their email address.

Register New Family   Step 1 of 5

Please provide your email address, then select Next.

Email Address [   ]

⬅ Previous   ➡ Next   ✖ Cancel

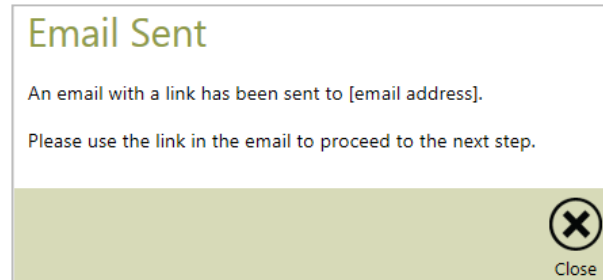Note: if email address is already in our records they will receive an error message alerting them of that.

Errors were found. Please see details below.

- Email Address : This email address is already associated with a family in our system. If any of your students have attended schools in the district in the past, you are not considered to be a "new" family and the New Family Registration option should not be used.
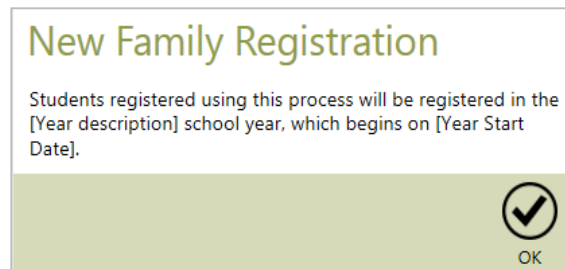
1 Errors   ➡ Next   ✖ Cancel

Once they enter their email address, select Next button, they'll see this message:

Email Sent

An email with a link has been sent to [email address].

Please use the link in the email to proceed to the next step.

Ⓧ Close

The Parent/Guardian will receive an email that will provide a link to access the Registration screen(s).

Please use the following link to access the New Family Registration page for Festus R-VI School District.

Once they click on the link, they'll see this message, which will tell them they are registering for the 2021-2022 school year. Click OK button

New Family Registration

Students registered using this process will be registered in the [Year description] school year, which begins on [Year Start Date].

✓ OK

They will receive the Parent information screen, the fields with an asterisk are required fields, click on Next button

The next screen is the address screen, again fields with an asterisk are required
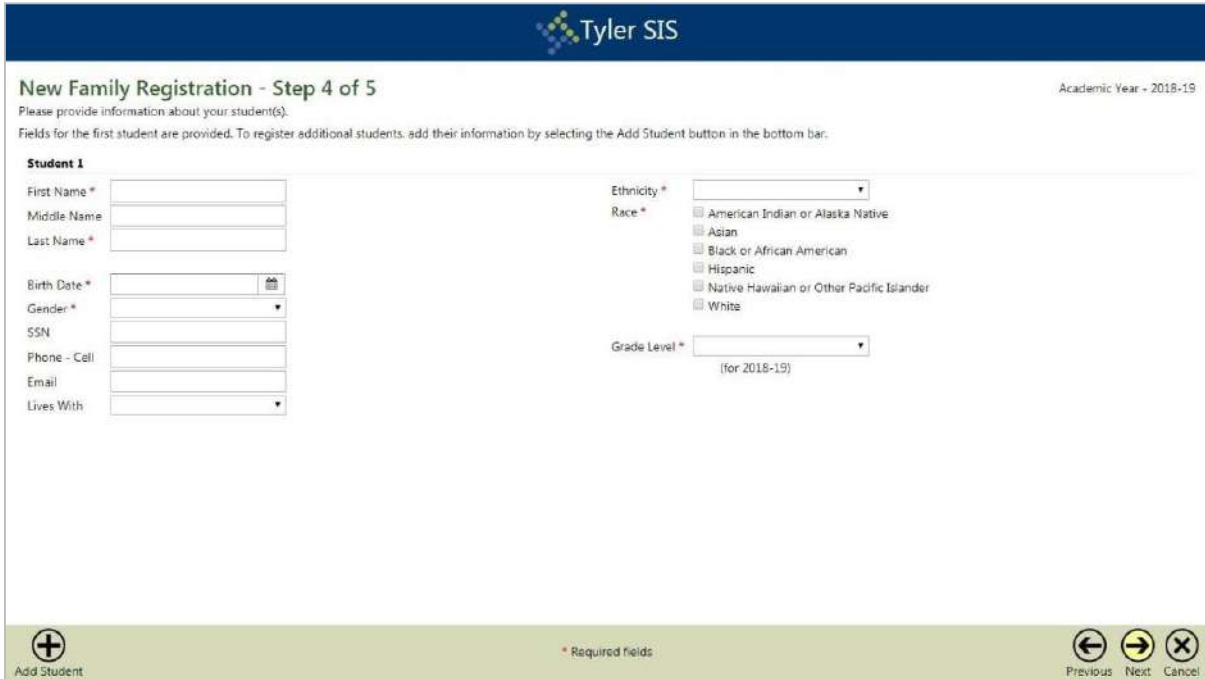
The next screen is the student information, fields with an asterisk are required, if they have multiple kindergarten students to enter, they will click on the Add Student button on bottom left, otherwise, they'll click Next button click next button

A message making sure they've added all students will appear, if parent has entered all students, they should click Proceed to Step 5 button

If the user proceeds, a user name is created and the user is prompted to create a password. If they log out before they reach this point, they'll have to go back to the email with the link and restart the process.   Click Save button

Login Information

Your account has been established and your email address will be your user name.

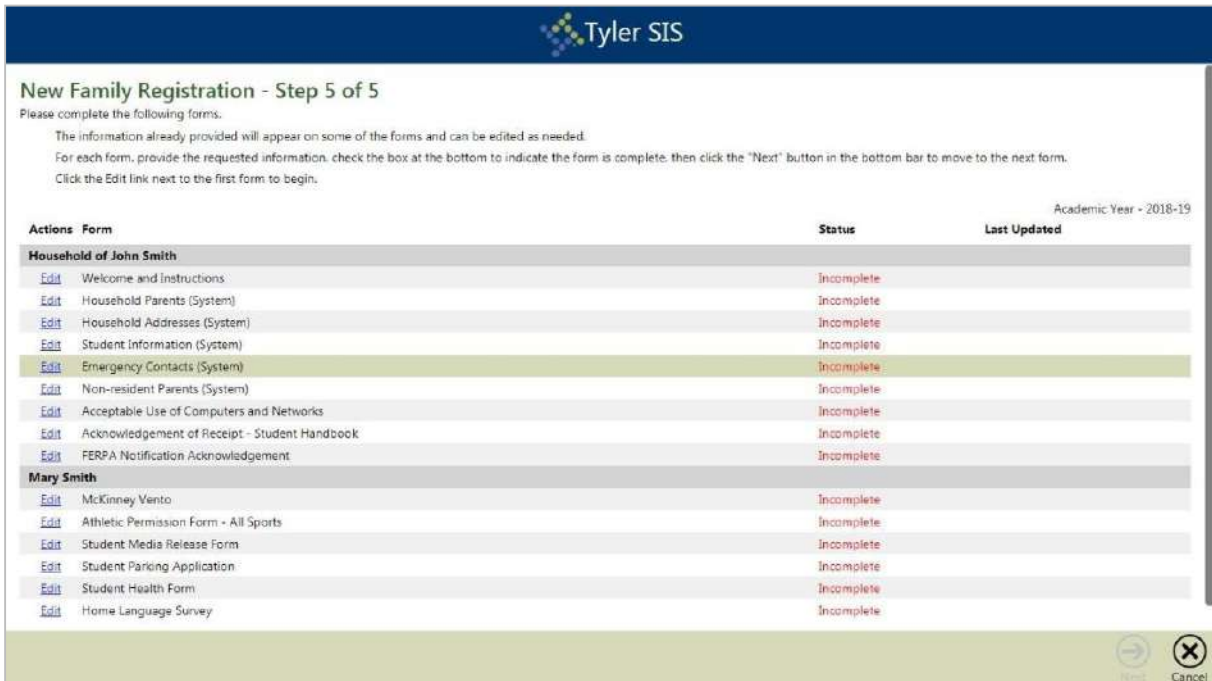User Name: [email address]

Please select a password:

Re-enter password:

Please make a note of this information so you can use it from now on when you want to access the parent portal. If you need to exit this registration process for some reason before completion, log in using the information above and you will be able to complete the process.
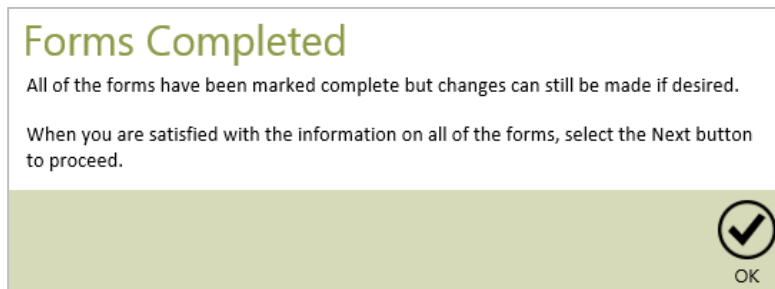
Save

Finally, the parent will be taken to the forms screen and will be required to complete each form.

Once forms are completed, they will receive this message, click OK button. The Next button won't be available until all forms are completed.

The Parent/Guardian will now receive a message that forms have been submitted.

'The online registration forms you submitted have been accepted. You will be contacted by a district representative if you did not upload the required documents or if we need additional information.'

Parents must provide the following required documents prior to enrolling a student. Those documents can be uploaded during registration, emailed to coxpaulafestusedu.com or delivered to the appropriate school office.

Proof of Residency

Birth Certificate

Immunizations

Parent ID

Court Order if applicable