

**TO BE COMPLETED BY A CUSTODIAL PARENT/GUARDIAN.**

**THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT OR GUARDIAN. Enrollment must be verified by the school before officially being enrolled**

1. Select your preferred language and start the registration process.
2. Create an online account based on the information from the person completing this process. Confirm your identity and sign the form. Remember the confirmation # number.

3.

Complete the information in each tab. Any incomplete information will show up in red.

All required questions have a **red asterisk (\*)**



**4. Student(s) Primary Household Tab**

Enter the information in all four (4) sections. Click next to move to next section

**Physical Address**

As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address.

If address not listed, follow instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press SAVE/CONTINUE

**5. Parent Guardian Tab**

Complete the information for all parent(s)/guardian(s).

All information with a **red asterisk (\*)** is required.

Add all parents and guardians for the student. This includes if the student does or does not live with the guardian. Confirm information entered is correct.

Confirm all Parent(s)/Guardian(s) are listed and click SAVE/CONTINUE

## 6. Emergency Contacts

Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student if parent/guardian is not available. **Please list in the order of priority.** Up to 4 emergency contacts may be listed

Student(s) Primary Household
  Parent/Guardian
  **Emergency Contact**
 Student
  Completed

**Emergency Contact**

First Name	Last Name	Gender	Completed
Sally	Smith	F	✓

[Edit/Review](#)

Please enter emergency contact information.

**Please note:** If the school is unable to reach a parent/guardian in the event of **AN EMERGENCY**, emergency contacts will be called in order of priority.

Proper identification will be required before a student is released to emergency contacts.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 4

[Add New Emergency Contact](#)

## 7. Student - Please enter all the information for each student you want to enroll. You can enter all your students within the same Online Registration process. Select NEXT to move between sections.

Student(s) Primary Household
  Parent/Guardian
  Emergency Contact
  **Student**
 Completed

**Student**

First Name	Last Name	Gender	Completed
<u>Please include all students that need to be enrolled.</u>			
<b>Yellow</b> - Indicates that person is missing required information. Select the highlighted row to continue.			
✓ - Indicates that person is completed.			

[Add New Student](#)

**Student Name:**

- ▼ Demographics
  - Race/Ethnicity
  - Educational History
  - Home Language Survey
  - Relationships - Parent/Guardians
  - Relationships - Emergency Contacts
  - Health Services - Emergency Information
  - Health Services - Health Conditions or Medications
  - Signature/Disclaimer

Review each section carefully. All required questions have a **red asterisk (\*)**

After entering the information for all students, click Save/Continue and affirm the information is correct.

**For all students, after form is submitted online, parent must visit the attending school with documentation to complete the registration process**