

Dear IA Families,

This email is going to ALL International Academy families. If you have already registered through the Online Back to School Enrollment – THANK YOU! Directions to verify your registration are below.


Please **do not** contact the IA main office or Bloomfield Student Services to verify registration.

It is vital that the Online Back to School Registration is completed for ALL STUDENTS ATTENDING THE INTERNATIONAL ACADEMY. A student will NOT receive their schedule unless this is completed.

If you are out of the country, this cannot be completed until you have returned to the United States.

If you have already completed the registration process, **you can verify your registration** by going to <https://webconnect.bloomfield.org/Zangle/ParentPortal/> and confirmation the registration. The screenshots below give examples. *Thank you for completing the registration!*

Return to Registration Main Screen   Reset   Submit   **Back to School Registration Update for Student [REDACTED]**

<input checked="" type="checkbox"/> Welcome & Information Updates	 <b>CONFIRM ALL REQUIRED SECTIONS ARE COMPLETE</b>
<input checked="" type="checkbox"/> Emergency Contacts	
<input checked="" type="checkbox"/> Emergency Information	
<input checked="" type="checkbox"/> Annual Public Notices	
<input checked="" type="checkbox"/> Directory Information	
<input checked="" type="checkbox"/> Family Volunteerism	
<input checked="" type="checkbox"/> Food Service Information	
<input checked="" type="checkbox"/> International Academy Policies	
<input checked="" type="checkbox"/> International Academy Information	
<input checked="" type="checkbox"/> School Athletics	
<input checked="" type="checkbox"/> Student Permissions	
<input checked="" type="checkbox"/> Student Insurance	
<b>Review and Confirm Step One</b>	

1. You are complete with this student when all steps are visibly checked on the menu at the left ([Example](#)).

2. You are **NOT** complete if any step for this student remains unchecked on the menu at the left ([Example](#)).

3. To complete any unchecked section:

- Select the unchecked step at the left
- Ensure required information is provided
- Select the checkbox to "confirm you have reviewed this section..."
- Select submit at the top left
- [Example](#)

**4. When all steps are visibly checked on the step menu at the left:**

- Select the **Return to Registration Main Screen** button at the top (left) of this page
- Read the instructions at the top of the Registration Main Screen for more information regarding proceeding to Step 2.

Back to School Registration is open through 10/31 for International Academy students only.  
Student and Contact Phone number and emergency contact edits are open for all students at this time.

**STEP 1: Instructions for Back to School Registration**

Select **Register Now**, follow the onscreen instructions, then repeat for each contact and student listed

Registrations are considered Incomplete if any step displays a **RED** Incomplete message ([Example](#))

Registrations are Complete when all steps display a **GREEN** Complete message ([Example](#))

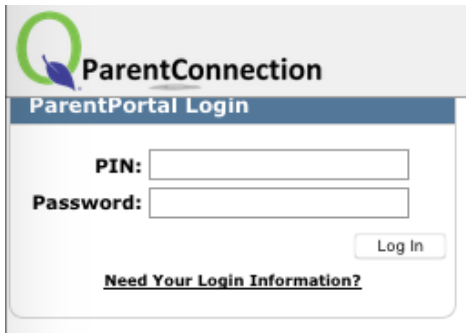
When all contact and student registrations are complete, click here to: [PROCEED TO STEP 2](#)

Return to Parent Portal Main Screen

• Contact: [REDACTED]	Section Complete 8/6/2019 11:34:51
• Welcome & Information Updates	
• Contact: Michelle [REDACTED]	Section Complete 8/6/2019 11:34:57
• Welcome & Information Updates	
• Student: [REDACTED], Grade 10 at CL-International Academy 2019-2020	
• Welcome & Information Updates	Section Complete 8/6/2019 11:35:04
• Emergency Contacts	Section Complete 8/6/2019 11:35:07
• Emergency Information	Section Complete 8/6/2019 11:35:10
• Annual Public Notices	Section Complete 8/6/2019 11:35:27
• Directory Information	Section Complete 8/6/2019 11:35:43
• Family Volunteerism	Section Complete 8/6/2019 11:35:47
• Food Service Information	Section Complete 8/6/2019 11:35:54
• International Academy Policies	Section Complete 8/6/2019 11:36:12
• International Academy Information	Section Complete 8/6/2019 11:36:24
• School Athletics	Section Complete 8/6/2019 11:36:29
• Student Permissions	Section Complete 8/6/2019 11:36:36
• Student Insurance	Section Complete 8/6/2019 11:36:38

If you have NOT completed the Online Back to School Registration, please follow this link:  
<https://webconnect.bloomfield.org/Zangle/ParentPortal/>

Directions are also provided below. If you are new to our district or do not remember your login credentials, please select the [Need Your Login Information?](#) option underneath where you would enter your PIN and Password. This will prompt you to supply your email address and your PIN and Password will be emailed to you.



The screenshot shows the ParentConnection ParentPortal Login interface. At the top left is the ParentConnection logo, a green circle with a white 'P' and a blue bird-like shape. Below the logo is the text 'ParentConnection' and 'ParentPortal Login'. The form contains two input fields: 'PIN:' and 'Password:'. To the right of the Password field is a 'Log In' button. Below the input fields is a link that reads '[Need Your Login Information?](#)'.

## Online Registration Guide

### Online Registration



Dear Bloomfield Hills Schools Families:

The [Online Back to School Registration](#) process is open for the 2019-2020 school year. If your child plans to attend school (Kindergarten - 12th grade) in Bloomfield Hills Schools for the 2019-2020 school year, you are required to register annually.

Our online system is quick and convenient, allowing you to complete the majority of the process from your own home on a **desktop** or **laptop computer**.

If you are new to our district or do not remember your login credentials, please select the [Need Your Login Information?](#) option underneath where you would enter your PIN and Password. This will prompt you to supply your email address and your PIN and Password will be emailed to you.

If you need assistance with other Online Registration questions, please call 248.341.5429 or email [StudentServices@bloomfield.org](mailto:StudentServices@bloomfield.org). A member of our team will get back to you within 24-48 hours.

Thank you in advance for your participation!

# Step-by-Step Instructions

## – STEP 1: Verifying Your Information



1. [Log in to Parent Connect](#) with the same credentials you use to login to My Bloomfield. Your username is an assigned number.

If you need assistance with your login credentials, please select the [Need Your Login Information?](#) option underneath where you would enter your PIN and Password. This will prompt you to supply your email address and your PIN and Password will be emailed to you.

ParentConnect

ParentPortal Login

Bloomfield Hills Schools

Home | ENCL | District Website

Welcome to Parent Portal & STEP 1 of Online Registration!

**STEP ONE**

VERIFYING YOUR INFORMATION

Dear Bloomfield Hills Schools Families:

The Online Back to School Registration process is now open for the 2019-2020 school year. If your child plans to attend school (Kindergarten - 12th grade) in Bloomfield Hills Schools for the 2019-2020 school year, you are required to register annually.

Our online system is quick and convenient, allowing you to complete the majority of the process from your own home on a desktop or laptop computer.

- STEP 1 is completed here through Parent Portal. Please login to the left.\*
- STEP 2 (all payments) are completed through [Community Pass](#)

For Step-by-Step directions please visit [www.bloomfield.org/online\\_registration](http://www.bloomfield.org/online_registration)

\*If you are new to our district and need to obtain your username and password, please call 248.341.5429 or email [StudentServices@bloomfield.org](mailto:StudentServices@bloomfield.org). A member of our team will get back to you within 24-48 hours.

**\*Forget your PIN or Password?** If you have an email associated with your account (that is not associated with any other person's Parent Portal account), you may use the password assistant beneath the login button to have your PIN and Password emailed to you.

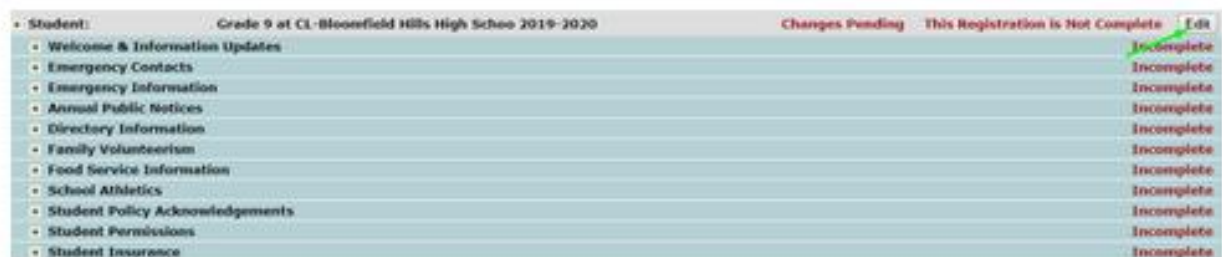
Thank you in advance for your participation!

**A few important reminders:**

2. Click on the red "**Back to School Registration / My Information**" link at the top of the page:



3. Select "**Edit**" next to the first Contact then following the registration process. For students, select "Edit" under each Student.



4. Fill out the required fields within each question. When you have completed a section, the check box on the left hand side of the screen will have a check mark for that section.

- **Note:** There is a box you can check on the emergency contacts screen to automatically apply the same information to all children in your household:



### EMERGENCY CONTACT INSTRUCTIONS

Please use this page to share contact information of at least two adults, other than you and your child's parent/guardians, who are event of an emergency (such as falling on the playground or suddenly feeling ill). We will only use their contact information in the event of an emergency. If you wish to copy the contact information of the individuals listed below to the accounts of your other children, please use the checkboxes below.

Update this information as needed and/or if all information listed is correct, select the reviewed checkbox below, then select submit.

#	*First Name	*Last Name	Phone Number	Extension	Type	Txt Msg	Relationship
1	<input type="text"/>	<input type="text"/>	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Note: <input type="text"/>							

[Click here to add emergency contacts](#)

Copy and replace emergency contacts for other available students upon submit

[Click to confirm you have reviewed this section, then select the SUBMIT button \(top left\)](#)

5. Check the check box at the bottom that states "Click here to begin, then select submit above".

6. Scroll to the top of the page and click the **Submit** button in the upper right corner.

**ParentConnection**

Return to Registration Main Screen | **Reset** | **Submit** | **Updates Pending** | Registration for Student | Fields highlighted in red are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

**WELCOME TO BACK TO SCHOOL REGISTRATION!**

Please read the statements presented in this Back to School Process. Where requested, provide the appropriate permission status by selecting from choices in drop-down menus or acknowledging receipt of policies presented. Links to access referenced documents are provided and can be accessed by selecting the red underlined link, which will open additional browser tabs for your review.

The data presented below is the data on file for your student. Update this information as needed and/or if all information listed is correct, select the reviewed checkbox below, then select submit (top left of screen).

Name: \_\_\_\_\_  
Nickname: \_\_\_\_\_  
Birth Date: \_\_\_\_\_  
Birth Place: \_\_\_\_\_ MI \_\_\_\_\_ United States of America \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
Student Hispanic or Latino:  Yes  No  
Race: White/Caucasian  
Additional Race: [Add Additional Race](#)  
Home Language: English  
Primary Phone Number: \_\_\_\_\_ Residence \_\_\_\_\_  
Number: \_\_\_\_\_ Telephone Type: \_\_\_\_\_ Unlabeled Text Msg: \_\_\_\_\_  
Additional Phone Numbers: [Add Additional Phone](#)

**Active Duty Military:** Please indicate if this student's parent/legal guardian currently serves in the United States Armed Forces as Active Duty Military personnel:  
Active Duty Military Parent:  No

[Click to confirm you have reviewed this section, then select the \*\*Submit\*\* button \(top left\).](#)

**7. If there are remaining students to complete registration for the registration process will load for the next student.**

**If there are no further students to register, you have completed STEP 1!**

**8. Proceed to STEP 2 if there are any online payments you need to make, such as:**

- **School Registration fees**
- **Lunch Payments/adding money to lunch accounts**
- **PTO Dues**
- **Pay-to-Participate fees**
- **Student Activity Pass fees**
- **Recreation Class fees**
- **Field Trip fees**
- **BHS Foundation donations**

**If you do not need to make any online payments you can skip STEP 2 and your online registration is complete!**

**If you run into any issues during this process or have any questions, please call 248.341.5429 or email [StudentServices@bloomfield.org](mailto:StudentServices@bloomfield.org) and a member of our team will get back to you within 24-48 hours.**

