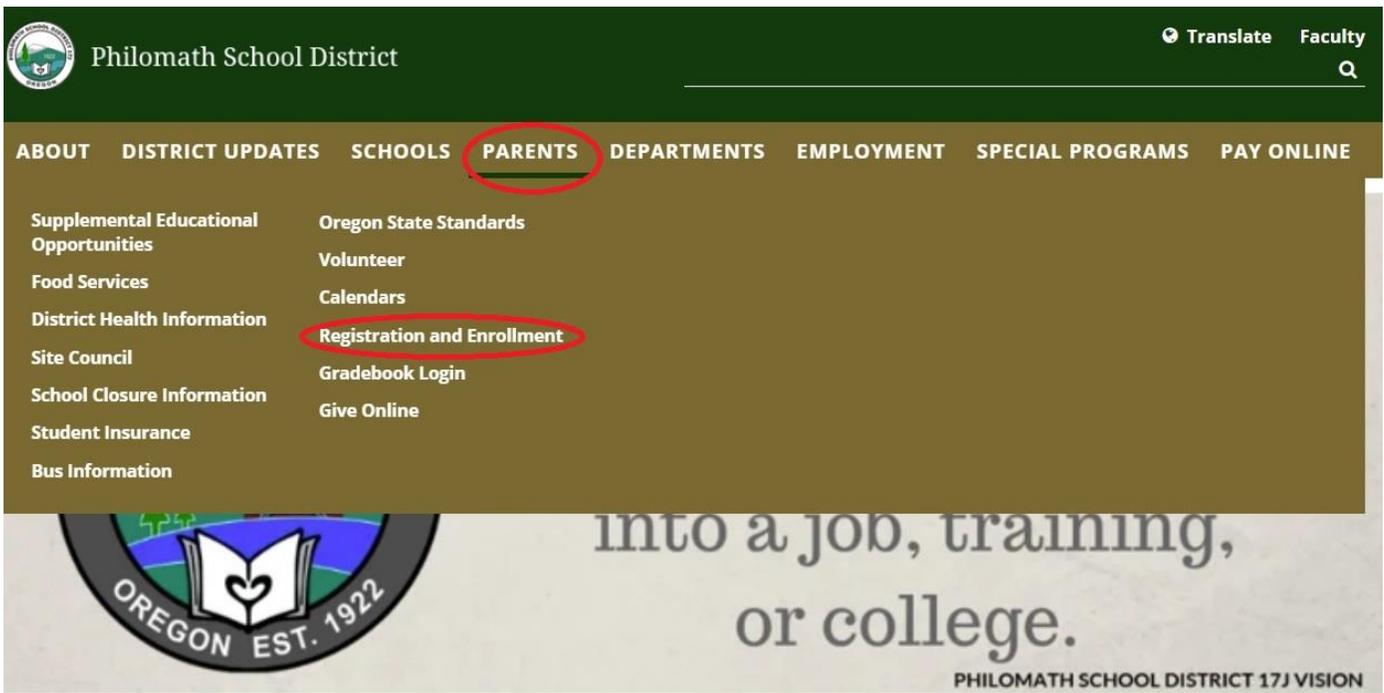


# STEP BY STEP REGISTRATION

**Step 1:** Go to the Philomath School District Website: <https://www.philomathsd.net/>

**Step 2:** Click on the PARENTS tab and choose the Registration and Enrollment link within the tab.



The screenshot shows the Philomath School District website. The header includes the district logo, the name "Philomath School District", and links for "Translate" and "Faculty". A navigation menu contains the following items: ABOUT, DISTRICT UPDATES, SCHOOLS, PARENTS, DEPARTMENTS, EMPLOYMENT, SPECIAL PROGRAMS, and PAY ONLINE. The "PARENTS" tab is circled in red. A dropdown menu is open under "PARENTS", listing various links. The link "Registration and Enrollment" is circled in red. Below the menu is a banner with the text "into a job, training, or college." and the district's vision statement "PHILOMATH SCHOOL DISTRICT 17J VISION".

Philomath School District

Translate Faculty

ABOUT DISTRICT UPDATES SCHOOLS **PARENTS** DEPARTMENTS EMPLOYMENT SPECIAL PROGRAMS PAY ONLINE

Supplemental Educational Opportunities  
Food Services  
District Health Information  
Site Council  
School Closure Information  
Student Insurance  
Bus Information

Oregon State Standards  
Volunteer  
Calendars  
**Registration and Enrollment**  
Gradebook Login  
Give Online

into a job, training,  
or college.

PHILOMATH SCHOOL DISTRICT 17J VISION



**Step 3:** Click the “ENROLLMENT NEW STUDENTS” button.

## Registration and Enrollment

### GET STARTED IN PHILOMATH SCHOOLS

To register in Philomath Schools: Choose ONE option below for EACH student you are either enrolling as a new student in the district or registering as a returning student.

For enrolling and registering your student at **Kings Valley Charter School** (grades K-12), please see their site or contact them.

REGISTRATION CURRENT  
STUDENTS

ENROLLMENT NEW  
STUDENTS

### NON-PHILOMATH RESIDENT STUDENT TRANSFERS

Inter-district transfer requests are accepted. Please fill out the appropriate form and turn it in to the District Office or email to: [Lillian.Edmonds@philomath.k12.or.us](mailto:Lillian.Edmonds@philomath.k12.or.us)

INTER-DISTRICT 2021-22

**Step 4:** Click the “REGSTAR REGISTRATION” button.

## Enroll - New Student

### Student Enrollment

Philomath School District serves approximately 1,635 students in grades K-12. We have a total of six schools. The following steps will help you navigate the process to enroll and register your child.

#### STEP 1 GATHER DOCUMENTS

Please plan to bring the following documents when enrolling your child.

- Birth certificate or passport for students entering kindergarten or new to our district.
- **Immunization records** 
- IEP and current evaluation (if your child is in special education) or a 504 plan or Individual Health Plan (if your child has one).
- State law requires that a student reside within the school district boundaries and be able to prove residency or have been approved for an **inter-district transfer**  in order to enroll in school. If you are unable to provide any of the above documents, please talk to school staff for assistance.
- You can download all of your medical/health forms **HERE**. They are available on the District Health Information page.

#### STEP 2 COMPLETE ENROLLMENT FORMS

The following are required and available here or in the school office. Complete these steps for EACH new student.

- Complete online



- **Online Forms**

**ALL GRADES - Parents/Guardians**

**\*\*High School ONLY \*\***

**District Services Form** 

**PHS Student Information** 

2020/21 SCHOOL YEAR

2021/22 SCHOOL YEAR

**Step 2 Registration - ONLINE ONLY for school year 20/21**

**Step 5:** Click the blue “New To District” button on the REGISTAR home page

The image shows the REGISTAR SYSTEMS home page. At the top left is the REGISTAR SYSTEMS logo. At the top right is the logo for PINE BLOSSOM SCHOOL DISTRICT, OREGON, EST. 1921. Below the logos is a navigation bar with 'HOME' and 'CONTACT US' links. To the right of the navigation bar is a search bar with a magnifying glass icon. Below the navigation bar is a breadcrumb trail that reads 'You are here: Home' and a 'Login' link. The main content area features three buttons: a blue button for 'Returning Students', a blue button for 'New To District' (which is circled in red), and an orange button for 'Existing User Login'. Each button contains text explaining the user's situation and a 'Click Here' link. At the bottom of the page, there is a footer with 'HOME | CONTACT US' links.

**REGISTAR SYSTEMS**

**PINE BLOSSOM SCHOOL DISTRICT**  
OREGON, EST. 1921

[HOME](#) [CONTACT US](#)

Search...

You are here: [Home](#) [Login](#)

**Returning Students**  
If your student(s) went to any school in this district last year click here to create your account.

**New To District**  
If your student(s) did not go to school in this district last year click here to create your account

**Existing User Login**  
If you started the process of registering your student  
[Click Here](#)

[HOME](#) | [CONTACT US](#)

**Step 6:** Create a REGISTAR login by entering your email and password and then click the “REGISTER” button.

**REGISTAR**  
SYSTEMS

HOME CONTACT US

Search...

You are here: New Registration Login

### Registrar Registration

Email Address (Dirección de correo electrónico):  
 \* Parent, this will be your username.

Confirm Email (Confirmar correo electrónico):-

Create Password (**Minimum 7 Characters**) (Crear contraseña):

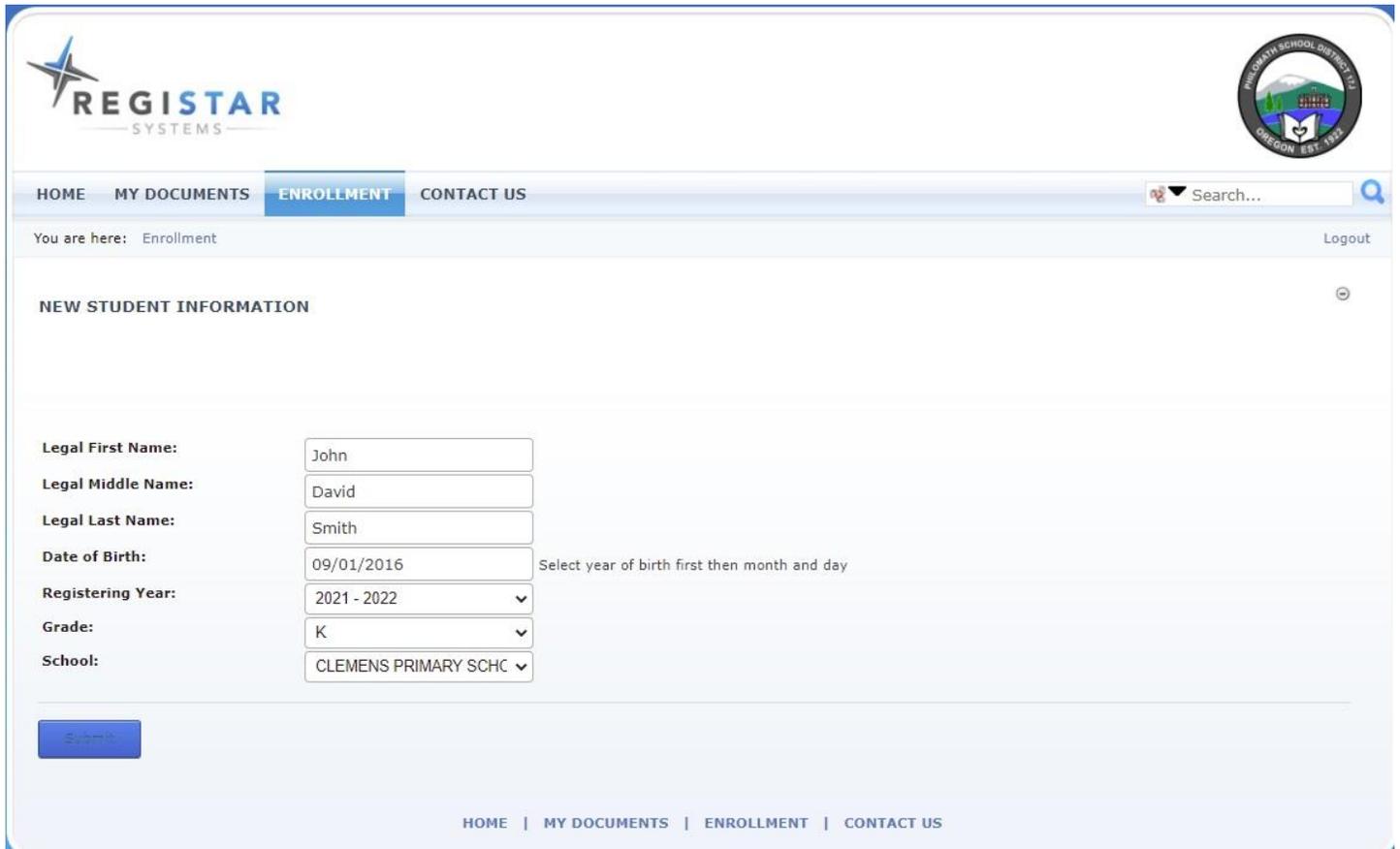
Confirm Password (Confirmar contraseña):

Preferred Language (Idioma preferido):  
English (United States) ▼

REGISTER

HOME | CONTACT US

**Step 7:** Enter your student’s LEGAL full name. When you click on the “Registering Year” be sure to choose the 2021-2022 school year. Then choose “K” for grade and “CLEMENS PRIMARY” or “BLODGETT” for the school. Your student will need to be born on or before September 1<sup>st</sup> 2016 in order register for Kindergarten for the 2021-2022 school year. If you feel your student is ready for Kindergarten and was born after September 1<sup>st</sup> 2016 you may call the school to schedule an early entry screening.



The screenshot shows the Registrar Systems website interface. At the top left is the Registrar Systems logo. At the top right is the Milwamuth School District logo. Below the logos is a navigation bar with links for HOME, MY DOCUMENTS, ENROLLMENT (highlighted), and CONTACT US. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb trail reads "You are here: Enrollment" and a "Logout" link is on the right. The main content area is titled "NEW STUDENT INFORMATION" and contains a form with the following fields:

Legal First Name:	<input type="text" value="John"/>
Legal Middle Name:	<input type="text" value="David"/>
Legal Last Name:	<input type="text" value="Smith"/>
Date of Birth:	<input type="text" value="09/01/2016"/> <small>Select year of birth first then month and day</small>
Registering Year:	<input type="text" value="2021 - 2022"/> ▼
Grade:	<input type="text" value="K"/> ▼
School:	<input type="text" value="CLEMENS PRIMARY SCHC"/> ▼

At the bottom of the form is a blue "Submit" button. The footer of the page contains the navigation links: HOME | MY DOCUMENTS | ENROLLMENT | CONTACT US.

**Step 8:** Now continue to follow the prompts on the REGISTAR website to continue registering your student. You will need to fill in ANY questions with a **red asterisk** in order to complete registration. It is very important that you put factual information for your student. The emergency contacts you put in will be the contacts approved to pick your student up from school.



**Student Information**

Questions marked with \* are required (Las preguntas marcadas con \* son obligatorias)

**Student Information**

<input checked="" type="checkbox"/> <b>First Name Legal*</b> <input type="text" value="John"/>	<input checked="" type="checkbox"/> <b>Middle Name Legal</b> <input type="text" value="David"/>	<input checked="" type="checkbox"/> <b>Last Name Legal*</b> <input type="text" value="Smith"/>	<input checked="" type="checkbox"/> <b>Suffix Legal</b> <input type="text" value="-- Select Suffix --"/>
<input checked="" type="checkbox"/> <b>First Name Preferred</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Middle Name Preferred</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Last Name Preferred</b> <input type="text"/>	
<input checked="" type="checkbox"/> <b>Gender*</b> <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary	<input checked="" type="checkbox"/> <b>Date of Birth*</b> <input type="text" value="09/01/2016"/>	<input checked="" type="checkbox"/> <b>Student Email</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Student Cell phone</b> <input type="text"/>
<input checked="" type="checkbox"/> <b>Birthplace City</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Birthplace State*</b> <input type="text" value="-- Select State --"/>	<input checked="" type="checkbox"/> <b>Birthplace Country*</b> <input type="text" value="United States"/>	
<input checked="" type="checkbox"/> <b>Date entered the State</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Date entered the Country</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Medical Insurance*</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> <b>Name of Carrier</b> <input type="text" value="OHP"/>

During the school year my student had a parent or guardian who was:

- Full time United States Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) active duty or training duty.
- Student at a school designated as a United States service school, while in active US military.
- Full time United States National Guard members.
- Active Duty United States Reserves (members of the reserves who have been called to active duty for at least 180 consecutive days).
- Dual Status United States Military Technicians.

\*  
 Yes  No

**Student lives in Foster Home\***  
 Yes  No

**Step 9:** You will see this page if you have completed the REGISTAR registration successfully.

The screenshot shows the REGISTAR SYSTEMS website interface. At the top right, there is a language dropdown menu set to "English (United States)". The main header features the REGISTAR SYSTEMS logo on the left and the Philomath School District logo on the right. Below the header is a navigation bar with links for HOME, MY DOCUMENTS, ENROLLMENT (which is highlighted), and CONTACT US. A search bar is located on the right side of the navigation bar. Below the navigation bar, a breadcrumb trail reads "You are here: Enrollment > Registration Complete" and a "Logout" link is on the right. The main content area contains the following text:

You have completed the first step! If you need to complete RegiStar for another student, click on the 'Registrar Another Student' button at the bottom of the page.

Once you have completed the RegiStar process for all of your students, continue to the District Website to complete the next steps (see below): **Philomath School District**

- **Step 2: School-specific online forms**
- **Step 3: Annual Free and Reduced Price School Meals application**
- **Step 4: Bus registration**
- **Step 5: Volunteer registration**

Parents of Kings Valley Charter School students, please use **this link to finish the registration process**

(¡Has completado el primer paso! Si necesita completar RegiStar para otro estudiante, haga clic en el botón "Registrar otro estudiante" en la parte inferior de la página. Una vez que haya completado el proceso de RegiStar para todos sus estudiantes, continúe con los siguientes pasos (vea abajo) en la página de Registro del Distrito Escolar de Philomath

At the bottom of the page, there are two buttons: "Register Another Student" on the left and "Log Out" on the right. A footer navigation bar at the very bottom contains links for HOME | MY DOCUMENTS | ENROLLMENT | CONTACT US.

**Step 10:** The lunch program is free for all students for the 2021-2022 school year. If your student only purchases milk they will be charged .75 cents. A full breakfast meal and a full lunch meal are FREE for all. We will post the monthly lunch calendar online and teachers will send them home monthly.

**Step 11:** If you would like to sign up for bus registration, you can contact MID-COLUMBIA Bus Company at 541-929-5474 and they will walk you through the steps of bus registration and the pick-up and drop off schedule.

**Step 12:** If you currently do not live within the Philomath school district boundaries, you can apply for an INTER DISTRICT TRANSFER. Here is a link to the form:  
[https://www.philomathsd.net/uploaded/DISTRICT/Parent Information/Inter-District 17J 21-22\[9045\].pdf](https://www.philomathsd.net/uploaded/DISTRICT/Parent%20Information/Inter-District%2017J%2021-22[9045].pdf) You will want to fill out this form and turn it into the Philomath School District office ( 1620 Applegate St, Philomath, OR 97370 541-929-3169) or to your resident district and they will approve or deny the transfer and send to the other district for approval or denial. One of the district offices will contact you once the form was approved or denied.