Online Pre-Registration Reference Guide

Welcome to the Warrior Run School District! We are pleased to serve the Warrior Run Community for the past 60 years. At Warrior Run, we utilize the online registration component of Sapphire, our student information system. We also have a centralized student registration office to also assist parents/guardians in the enrollment process. If you have questions at any point, please contact <u>Cathy Fullmer</u> (570-649-5138 ext 5003) who can assist you further.

Directions: In order to complete the pre-registration process, parents/guardians must create a new account through Sapphire. (Using a smartphone or tablet to complete the process is not advised.) You may use the link provided on the district website or by <u>clicking here</u>. Please note, parents/guardians must have a valid e-mail account. For information on setting up an e-mail account such as gmail, please <u>click here</u>.



Complete the required information in order to create your account.

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Warrior Run School District		
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	N M	
	Defenders	
Create an Account		
If this is your first time accessing the o	nline registration system, you will need to create an account.	
Please enter the information below.		
Your First Name:	a 🕘	
Your Last Name:		
Your Email Address:		
Confirm Your Email Address:		
Your desired Password:	۹	
Confirm your Password:	۹	
Sample Security Questions:	<choose a="" question=""></choose>	
Security Question:		
Security Answer:		
	Next	

Once all of the information has been provided, you will receive an approval screen that your account has been created. The next step is to confirm your e-mail address. Please check your e-mail for a validation code and follow the steps included in the e-mail.

COMMUNITY WEB PORTAL S	TUDENT REGISTRATION	Sapphire Software
Warrior Run School Di	strict	Login
	Your Account has been Created	
	Your account has been created. The next step is to confirm your email address. Please check your email and follow steps listed in that email.	
	Registration Login Screen	
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Click on the link provided in the e-mail to confirm your e-mail address, or visit the home registration screen and click on "Confirm My Email Address."

COMMUNITY WEB PORTAL STUDENT REGISTRATION			Sapphire Software
Warrior Run School District			
Registratio	n Logi		
SKS OF ST		Defenders	
	Warrior R	un School District	
	Email:		
	Password:		Forgot Pase
		Login	
Construction of the second	Create a New Account	Confirm My Em	ail Address
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Confirm your email by inputting your email address, password, and validation code.

COMMUNITY WEB PORTAL STUDENT REGISTRATION		Sapphire Software
		Login
Warrior Run School District		
01	antier Rue	
	N (N) Defendens	
Confirm Email		
After you create your account, an email is sent which here to verify your email address.	h contains your validation code. You must enter that code	
If you have not created an account yet, please created	e an account first. Please enter the information below.	
Your Email Address:		
Your Password:		
Your Validation Code:		
	Next	
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You will receive a notification that your account is now active. You are now ready to complete the pre-registration process.

COMMUNITY WEB	PORTAL STUDENT REGISTRATION	SapphireSoftwa
Warrior Run S	chool District	Lugii
	Create New Account	
	Your account is now active. You can login by clicking the link below. Registration Login Screen	
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Enter your email address and password in the fields below.

COMMUNITY WEB PORTAL STUDENT REGISTRATION	Sapphire Software
Warrior Run School District	
Registratio	Din Login
	Email: Password: Login Create a New Account Confirm My Email Address

Click on "Create" to begin a new registration.

OMMUNITY WEB PORTAL STUDENT REGISTRATION	Sapphire Softwa
	Home Alan Hack Logou
Warrior Run School District	
Welcome Alan	
CNOWLON Frink	
Defenders	
Defendent Defendent Start a New Registration with Warrior Run School District	
Defenders Start a New Registration with Warrior Run School District Registration Form Template for K12 System	
Defenders Start a New Registration with Warrior Run School District Registration Form Template for K12 System School Districts	
Vision Start a New Registration with Warrior Run School District Registration Form Template for K12 System School Districts CREATE 1	
School Districts	
School Districts	

Enter the student's name, gender, and birthdate.

COMMUNITY WEB PORTAL STUDENT REGISTRATION	Sapphire Software
Registering: New Student Registration	Home Alan Hack Logout
Warrior Run School District	
Chloradier Rive	
Defenders	
Registration Form Template for K12 System School	
Districts	
Registering a New Student	
To start your student's registration, please answer the following questions:	
Student's First Name:*	
Student's Last Name:*	
Student's Gender'." Female ▼ Student's Date of Birth:*	
Has this student ever been enrolled in this school/district before 100	
Begin Registration	
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The following screen provides information that parents/guardians must bring to the centralized registration office. This information is also included on the district website for your convenience.

COMMUNIT	Y WEB PORTAL STUDENT REGISTRATION	Sapphire S	Software
Registering: Gra	yson Alan Home	Alan Hack	Logout
Warrior	Run School District		
	Welcome to K12 School District: > Online Registration Introduction		
	Page 1 of 9		NEXT 🕨
 A Home A Index C→ Messages A Save A Print 	Welcome Welcome to the Warrior Run School District Online Registration process. Please complete and submit the online registration according to directions. After completion of registration, please call Dixie Bower at the Business Office, 570-649-5138, extension 5007 to make an appoi additional paperwork that requires notarization. Please bring photo identification (such as a valid driver's license), a copy of a current least current utility receipt must also be provided. If you own your residence, photo identification and a copy of a current utility receipt is all the Please complete each section prior to submission. You can stop and save at any time. Use the table of contents to move to the page that you need to res There is a message tab on the left menu bar. Use this to send a message or question to the the Business Office. If you need to contact us, please call at the second provided of the second prov	the indicated ntment to cor ie (if renting) ; it is needed. ume the proce: .70-649-5138	nplete and a ss.
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Parents/Guardians must complete each page of the online registration prior to submitting. Click Next to advance to the next section. At any time, you may return to this screen by clicking on the Home icon located on the left-hand side. Note: All fields marked with an * must be completed prior to submission.

COMMUNIT	Y WEB PORTAL STUDENT REGISTRATION		Sapphire Software
Registering: Gray	yson Alan		Home Alan Hack Logout
Warrior F	Run School District		
	Registration Form Template - Registration	n Index	
		Page 2 of 9	NEXT
者 Home	Click on the links below to skip to a section or page.		
G Messages	I. Welcome to K12 School District:		
🖶 Print	1. Online Registration Introduction 2. Registration Table of Contents		
	II. Student Registration: 3. Basic Student Information	Not Yet Complete	
	III. Parent Guardian Information 4. Parent Guardian Information	Not Yet Complete	
	IV. Enrollment Information	Not Yet Complete	
	V. Special Services Information	Not Yet Complete	
	VI. Additional Information		
	VII. Documents and Uploads 8. Documents and Uploads		
	VIII. Registration Conclusion: 9. Finalize Registration(s)		
	L		NEXT)

PAGE 3 Enter Additional Student Demographic Information (Home Phone Number, Grade Level, Mailing Address)

PREVIOUS	age is not yet complete	Page 3 of 9	NEXT 🕨
 Anome Anome Index Anome Anom Anom Anom Anom 	Student Basic Info Enter the Name as it appears on the Birth Certificate First Name * Middle Name Last Name * Gender * Student's Date of Birth * Phone Number * Student email address What Grade level will your child enroll in? *	Male PreK	
	Other Student Information Mailing Address Line 1 * Mailing Address Line 2 City * State * Zip Code *	Pennsylvania •	
PREVIOUS			NEXT)

PAGE 4

Enter Parent/Guardian Information – Be sure to select Parent/Guardian Type You may add additional Parent/Guardian Information accordingly Please upload any custody agreements if one exists under Family Information.

4 PREVIOUS	Page is not yet complete	Page 4 of 9	NEXT 🕨
A Home	Parent Guardian Information Parent / Guardian type *	Grandfather 🔹	
Index	Parent / Guardian Title	<u>.</u>	
Crimessages	First Name *		
Print	Last Name *		
	Address Line 1 ×		
	Address Line 2		
	City *		
	State *	PA T	
	Zip Code *		
	Township	T	
	Home Phone Number		
	Cell Phone Number		
	Work Phone Number		
	Email Address		
	Occupation		
	Employer		
	Do you wish to receive mailings for the student registrant *	Yes •	
	Does the student registrant live with you ? *	Yes •	
	In the event of an emergency, call my home phone 1st, 2nd or 3rd \star		
	In the event of an emergency, call my cell phone 1st, 2nd or 3rd \star		
	In the event of an emergency, call my work phone 1st, 2nd or 3rd *		
	Copy to new Parent Guardian Information entry Delete this Parent Gu	uardian Information entry	
<	Add another Parent Guardian Information entry		
	-Family Information-		
	Is there a custody arrangement for the student registrant ? *		
	If yes, please upload a pdf copy of the custody agreement	Choose File No file chosen	
	Does the student registrant require Child Care? *	No T	
	Required fields marked with (*).		

NEXT 🕨

PAGE 5

Enrollment Information Please list all previous schools the child attended. If none, enter N/A. Complete the

demographic and discipline information as indicated below.

PREVIOUS	age is not yet complete	Page 5 of 9	NEXT)
슈 Home 역 Index	Enrollment Information What Previous School(s) did the student registrant attended ? Please	e list School Name, Address, Grade Level and Dates Attended. *	
ዏ Messages III Save			
🚍 Print	Grade 9 Entry Date (if applicable)		
	Student's Ethnicity *	White Non-Hispanic	
	Student's Primary Language *	English •	
	Primary Home Language *	English •	
	Home Language Survey Completed	No •	
	Home Language Survey Date		
	City of Student's Birth *		
	State of Student's Birth ×	Wyoming •	
	Date First Enrolled in State		
	Citizenship Status ×	US citizen •	
	— Discipline Information Has the Student registrant ever been suspended or expelled from their prior school(s) for an act involving weapons, alcohol, drugs or for the willful infliction of injury to another person. *	No V	
	Were there any other reasons that this student has been suspended or expelled from school ? *	No •	
l F	Required fields marked with (*).		

PAGE 6 Special Services Please identify if the child has an Individualized Education Program (IEP) or Gifted Individualized Education Program (GIEP).

	Special Services Information	Special Services Information		
	Special Services mormation -	Special Services mormation		
EVIOUS		Page 6 of 9		NE
lome ndex	Special Services IEP Does your child have an IEP ? *	No •	 	
lessages ave rint		No T		
	Required fields marked with (*).		 	
FUNCTION				

PAGE 7

Complete only if required. Otherwise, click next to advance to the next screen.

Warrior F	Home Alan Hack Logout
	Additional Information > Additional Information
PREVIOUS	Page 7 of 9 NEXT
🛉 Home 🐧 Index	Instructions— Based on your answers to previous questions, there may be some questions that appear here that you will need to answer. If there are no questions on this screen, please proceed to the next screen.
PMessages Save	
Print	
PREVIOUS	NEXT
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PAGE 8

If you are able, please upload the child's birth certificate and print the residency form, otherwise please bring copies of both to the central registration office at the time of your appointment.

			Home Alan Hack Loge
Warrior I	Run School District		
	Documents and Uploads > Docum	ents and Uploads	
PREVIDUA		Page 8 of 9	NE
Home	Documents and Uploads Please provide a copy of the following Documents		
Index	Birth Certificate	Choose File No file chosen	
Messages	Residency Form - Please DO NOT sign	WRSD_RA From.pdf	
Save	n an ann a' tha chuir ann ann an ann an ann ann ann ann ann		
Print	1		
PREVIOUS			NE
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PAGE 9

Click "Submit Registration to Warrior Run School District" when completed.

Warrior B	Home Alan Hack Logo
Trainer	Registration Conclusion: > Finalize Registration(s)
PREVIOUS	Page 9 of 9
ome Home	Complete Registration — When you have completed the registration form, click Submit.
♀ Messages ■ Save	
🖶 Print	
PREVIOUS	Submit Registration to Warrior Run School District
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NEXT STEPS:

A confirmation e-mail (sample e-mail below) will be sent once the registration has been submitted. Please remember to contact Cathy Fullmer to schedule an appointment. Cathy may be reached at cfullmer@wrsd.org or by calling 570-649-5138 ext. 5003.

Your Student Registration with Warrior Run School District Inbox× donotreply@wrsd.org 10:33 AM (0 minutes ago) 🛛 🏠 : 4 . to me -Thank you for registering your child with Warrior Run School District. If this is for kindergarten registration, please call Turbotville Elementary at 570-649-5164. For all other registrations, please call Dixie Bower at the Business Office, 570-649-5138, extension 5007 to make an appointment to complete additional paperwork that requires notarization. Please bring photo identification (such as a valid driver's license), a copy of a current lease (if renting) and a current utility receipt must also be provided. If you own your residence, photo identification and a copy of a current utility receipt is all that is needed.

Have a great day.

Enrolling an Additional Student

In order to enroll an additional student using the same information, on the home screen click the icon with the question mark "copy to new registration." Then complete the required information for the child following the steps above.

	Home Alan Hack Logo
arrior Run School District	
Welcome Alan	
Manilor Rey	
Defenders	
Registration(s) Pending Approval with Warrior Run School District:	
Registration Form Template for K12 System	
School Districts	
STUDENT Grayson Hack	
STARTED 03/06/2019	
Allow X	
Start a New Regist ion with Warrior Run School District	
Registration Form Templ For K12 System	
School Districts	
CREATE	

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