

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 [Cathy Fuller](#) (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 [clicking here](#). Please note, parents/guardians must have a valid e-mail account. For information on setting up an e-mail account such as gmail, please [click here](#).

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Warrior Run School District

Registration Login



Warrior Run School District

Email:

Password: [Forgot Password?](#)

[Create a New Account](#) [Confirm My Email Address](#)

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Complete the required information in order to create your account.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Login

Warrior Run School District



Create an Account

If this is your first time accessing the online registration system, you will need to create an account.
Please enter the information below.

Your First Name:

Your Last Name:

Your Email Address:

Confirm Your Email Address:

Your desired Password:

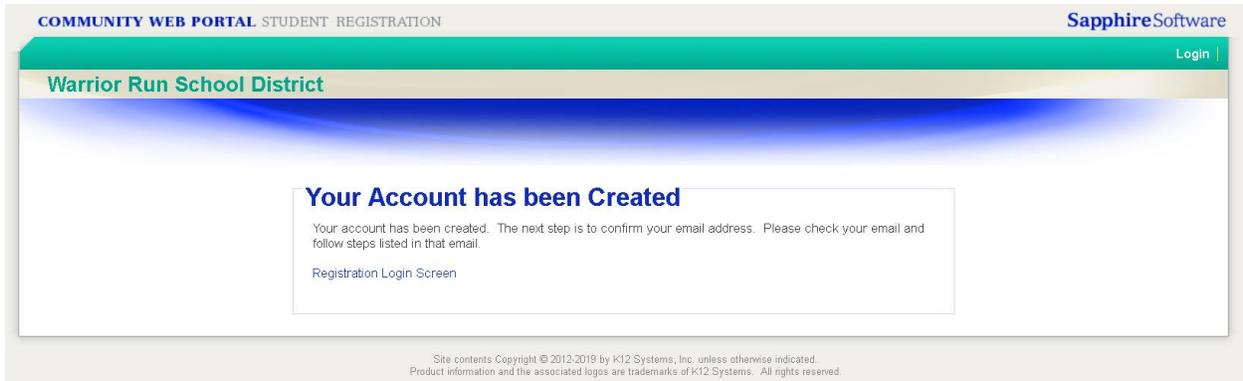
Confirm your Password:

Sample Security Questions:

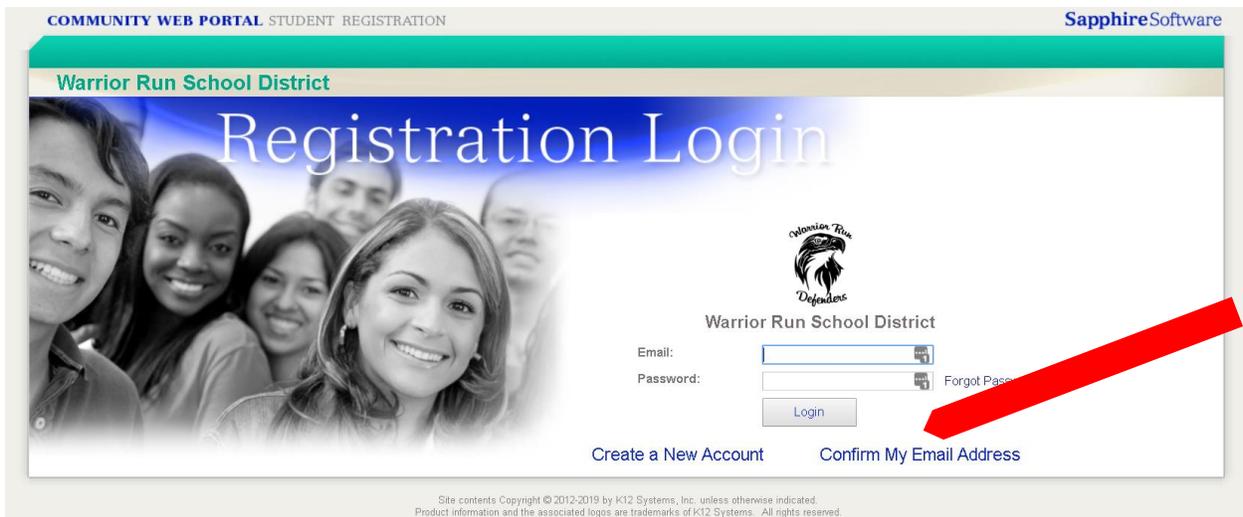
Security Question:

Security Answer:

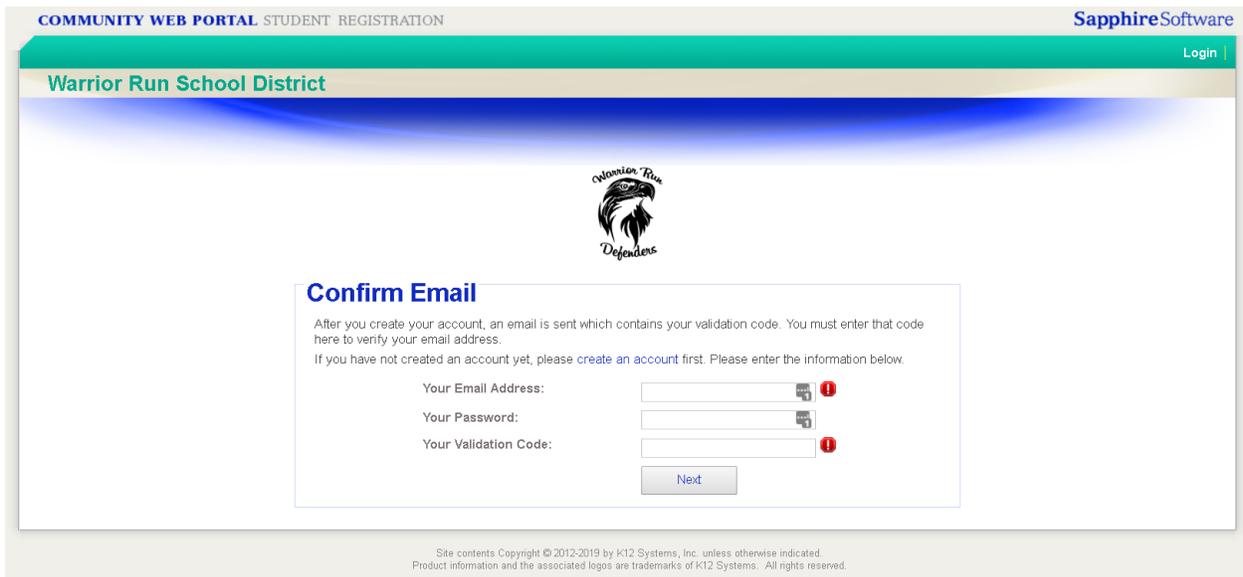
Once all of the information has been provided, you will receive an approval screen that your account has been created. The next step is to confirm your e-mail address. Please check your e-mail for a validation code and follow the steps included in the e-mail.



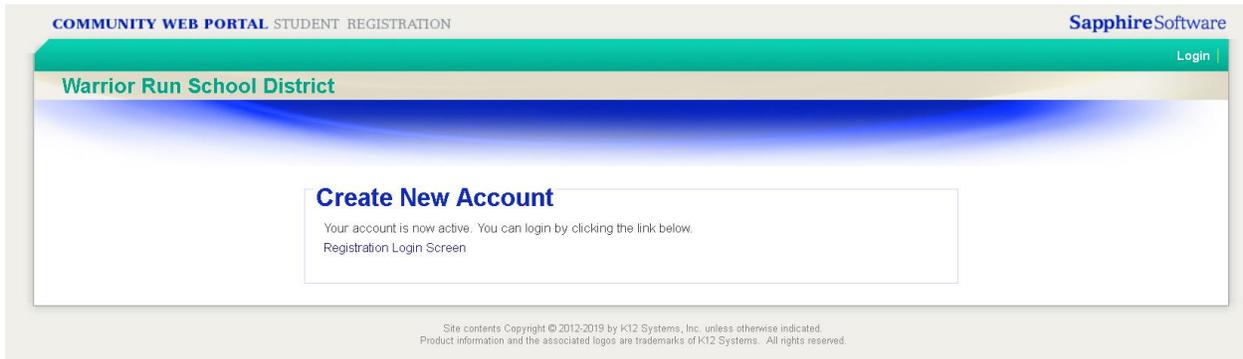
Click on the link provided in the e-mail to confirm your e-mail address, or visit the home registration screen and click on "Confirm My Email Address."



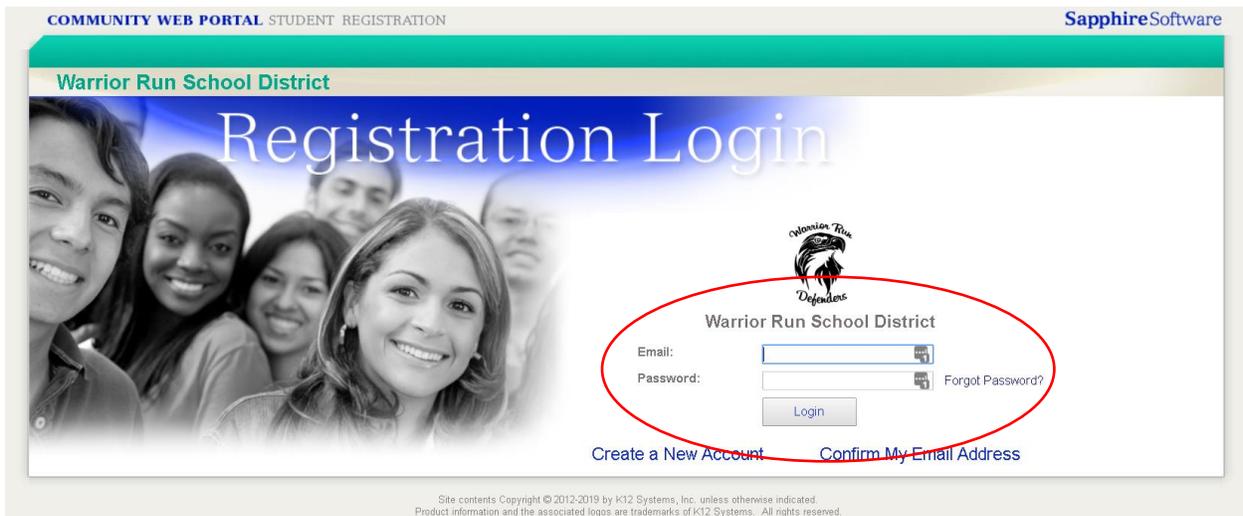
Confirm your email by inputting your email address, password, and validation code.



You will receive a notification that your account is now active. You are now ready to complete the pre-registration process.



Enter your email address and password in the fields below.



Click on "Create" to begin a new registration.



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

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: **New Student Registration** Home | Alan Hack | Logout

Warrior Run School District



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:*	<input type="text"/>
Student's Last Name:*	<input type="text"/>
Student's Gender:*	Female ▾
Student's Date of Birth:*	<input type="text"/> (mm/dd/yyyy)
Has this student ever been enrolled in this school/district before?*	NO ▾

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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.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: **Grayson Alan** Home | Alan Hack | Logout

Warrior Run School District

Welcome to K12 School District: > Online Registration Introduction

Page 1 of 9 NEXT ▶

Welcome

Welcome to the Warrior Run School District Online Registration process. Please complete and submit the online registration according to the indicated directions. After completion of registration, 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.

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 resume the process.

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 570-649-5138

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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.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Grayson Alan Home | Alan Hack | Logout

Warrior Run School District
Registration Form Template - Registration Index

Page 2 of 9

PREVIOUS
NEXT

Home

Messages

Print

Click on the links below to skip to a section or page.

I. Welcome to K12 School District:

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

5. Enrollment Information Not Yet Complete

V. Special Services Information

6. Special Services Information Not Yet Complete

VI. Additional Information

7. Additional Information

VII. Documents and Uploads

8. Documents and Uploads

VIII. Registration Conclusion:

9. Finalize Registration(s)

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

Page 3 of 9

PREVIOUS
Page is not yet complete
NEXT

Home

Index

Messages

Save

Print

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? *

Other Student Information

Mailing Address Line 1 *

Mailing Address Line 2

City *

State *

Zip Code *

Required fields marked with (*).

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.

PREVIOUS Page is not yet complete Page 4 of 9 NEXT

Home
Index
Messages
Save
Print

Parent Guardian Information

Parent / Guardian type *

Parent / Guardian Title

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Township

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Occupation

Employer

Do you wish to receive mailings for the student registrant *

Does the student registrant live with you ? *

In the event of an emergency, call my home phone 1st, 2nd or 3rd *

In the event of an emergency, call my cell phone 1st, 2nd or 3rd *

In the event of an emergency, call my work phone 1st, 2nd or 3rd *

Family Information

Is there a custody arrangement for the student registrant ? *

If yes, please upload a pdf copy of the custody agreement No file chosen 

Does the student registrant require Child Care? *

Required fields marked with (*).

PREVIOUS 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 Page is not yet complete Page 5 of 9 NEXT

Home
Index
Messages
Save
Print

Enrollment Information
What Previous School(s) did the student registrant attended ? Please list School Name, Address, Grade Level and Dates Attended. *

Grade 9 Entry Date (if applicable)

Student's Ethnicity *

Student's Primary Language *

Primary Home Language *

Home Language Survey Completed

Home Language Survey Date

City of Student's Birth *

State of Student's Birth *

Date First Enrolled in State

Citizenship Status *

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. *

Were there any other reasons that this student has been suspended or expelled from school ? *

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).

Warrior Run School District Home | Alan Hack | Logout

Special Services Information > Special Services Information

PREVIOUS Page 6 of 9 NEXT

Home
Index
Messages
Save
Print

Special Services IEP
Does your child have an IEP ? *

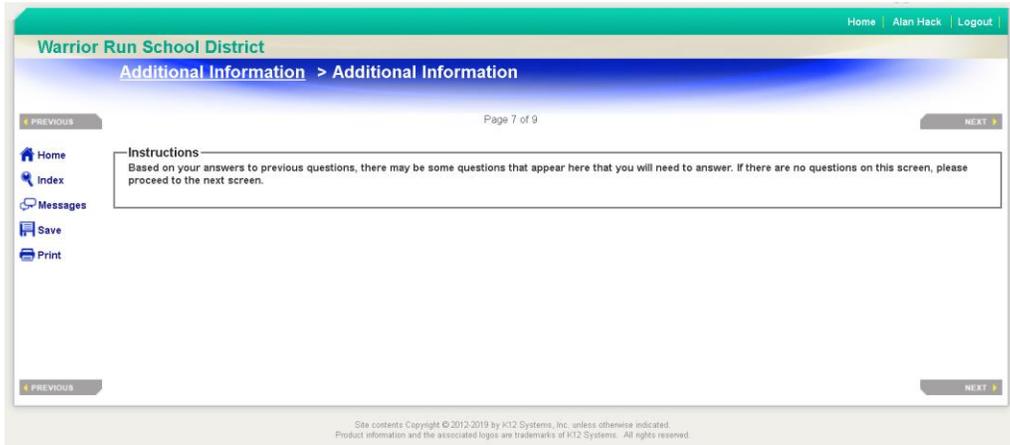
Special Services GIEP
Does your child have a GIEP ? *

Required fields marked with (*).

PREVIOUS NEXT

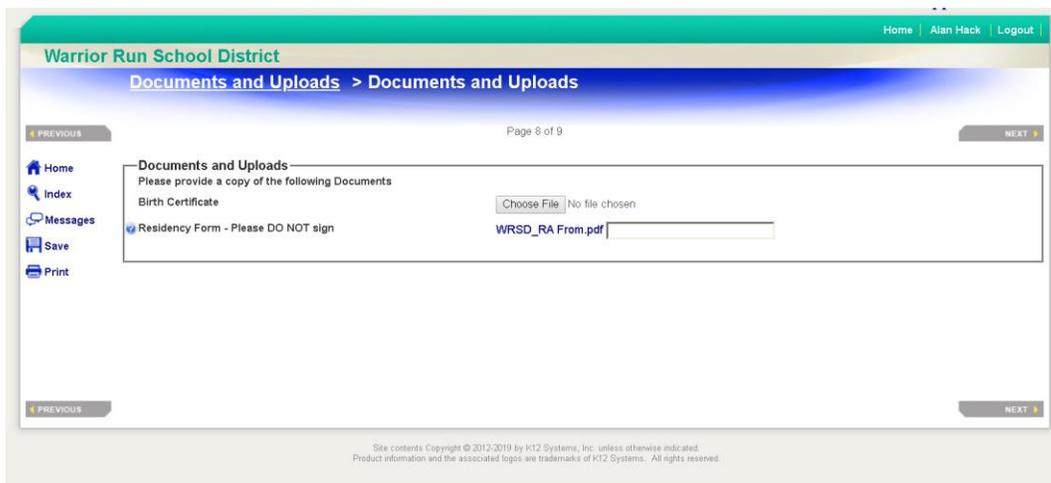
PAGE 7

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



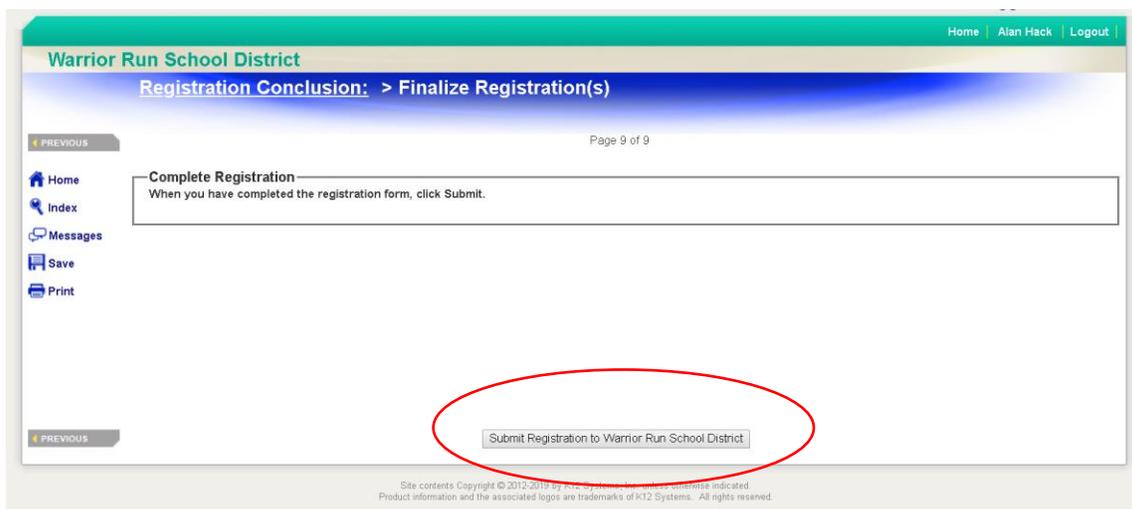
PAGE 8

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.



PAGE 9

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



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.



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.

