



OnCourse Student Information System

Online Registration for Guardians

This guide walks parents/guardians through the online registration process.

Intro

You can access the online registration link from the Student Registration webpage located on the districts website (<https://sayrevillek12.net>) or by navigating directly to the following link (<https://www.sayrevillek12.net/families/registration>)

1

After clicking the online registration link you will be taken here. Enter your first name, last name, and email address. When you're finished click the Registration button.

oncourseconnect

Oncourse University Student Registration

Please enter your name and email address below. A link to our online registration form will be sent to the email address you enter.

You will need to generate a new link from this page for each student you need to register.

First Name *

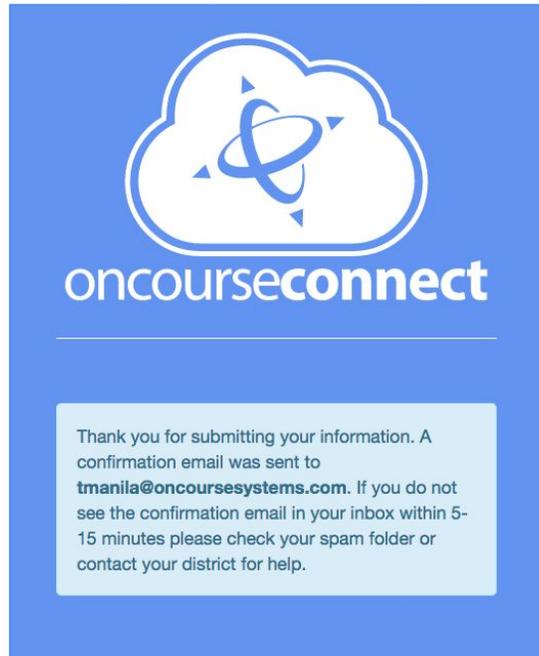
Last Name *

Email Address *

Register

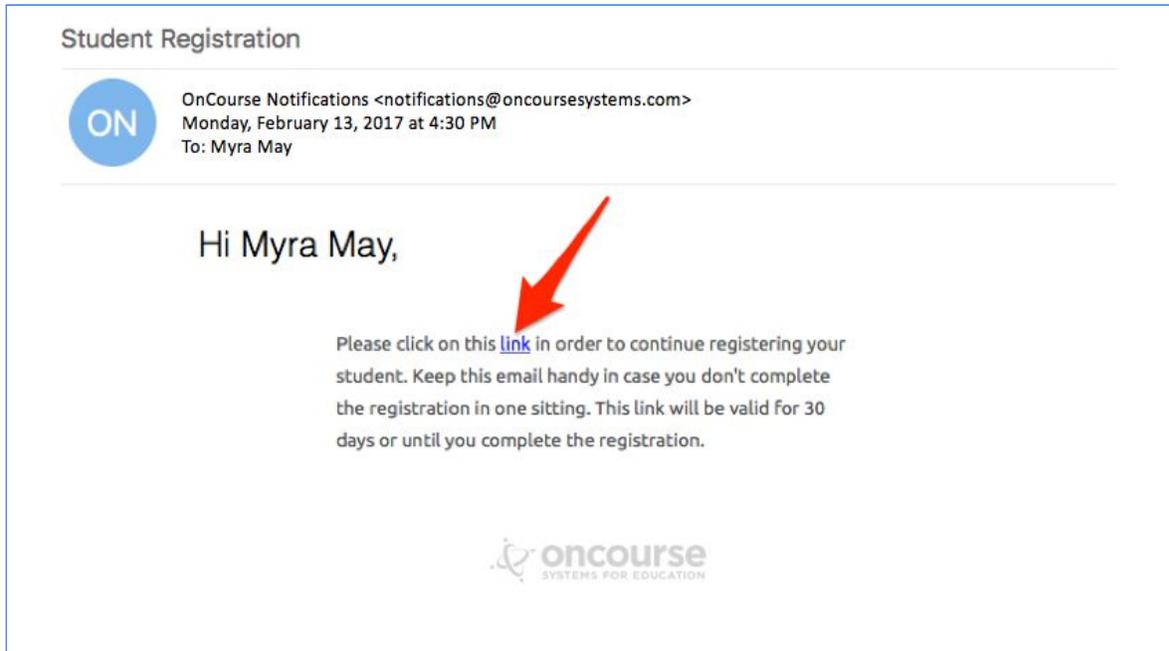
2

After clicking the Register button you will receive the following message letting you know that a message was sent to your email. If you don't receive an email within 15 minute, check your spam folder. If the email isn't in your spam folder, call you district for help.



3

If the email is in your inbox, click on blue "link" button to continue.



4

You will be taken the Online Registration site. To begin, choose the appropriate School Year.

Online Registration for Oncourse University

School Year

School year for which student is being registered*

2016-2017

Please be sure to pick the correct year. School years generally run from September to June.

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Submit Registration

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Throughout the online registration process choose the blue “Next” button to move to the upcoming section. Choose the blue “Previous” button to go back to the preceding section.

Online Registration for Oncourse University

School Year

School year for which student is being registered*

2016-2017

Please be sure to pick the correct year. School years generally run from September to June.

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Submit Registration

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Fill in the necessary Student Information.

Online Registration for Oncourse University

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Student Information

First Name*
Raquel

Middle Name

Last Name*
May

Birth Date*
09/27/2007

Gender*
Female

City of Birth
East Brunswick

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Continue with Student Demographics.

Online Registration for Oncourse University

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Student Demographics

Immigrant Status
Student Born in US

Primary Ethnicity
Multi-race

African American

Native American

Asian

Hispanic

Pacific Islander

Caucasian

Primary Language
English

School Transferring From
If applicable

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Include any Student Academics information.

Online Registration for Oncourse University

Student Academics

- Section 504 Services** Please check if student received 504 services previously
- Special Education Services** Please check if the student received special education services previously

Other Services

Please describe any other services your child has received previously

Field Trip Permission Slip

District Provided Files:

[FieldtripPermission-download.doc](#)

Attach File

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Fill in any necessary Student Health/Medical information.

Online Registration for Oncourse University

Student Health/Medical

Primary Doctor Name

Dr. Melissa Kenis

Primary Doctor Phone

609-443-2389

Child Covered by Health Insurance Policy?

Yes

Health Insurance Provider

Independence Blue Cross

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If you are registering your child for Kindergarten Fill in any necessary Kindergarten Health/Medical information.

Online Registration for Sayreville School District

School Year
Student Information
Student Demographics
Student Academics
Student Health/Medical
Kindergarten Health History
Parent/Guardian/Contact 1
Agreements
Documents for Upload
Electronic Signature
Submit Registration

Kindergarten Health History

Please only populate this tab if you are registering your child for Kindergarten.

If there were any complications at birth and you wish to describe them, please do so below:

When did your child begin to walk?

Did your child creep or crawl before walking?

When did your child begin to talk?

My child is:

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If you're adding a new contact, include this information in the Parent/Guardian/Contact 1 section.

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Parent/Guardian/Contact 1

First Name*
Myra

Last Name*
May

Home Phone
899-470-1799

Mobile Phone
609-555-1234

Work Phone
856-345-7865

Email Address
mmay@oncourseuniversity.com

Relation to Student*
Mother

Primary Contact

Student Resides With

Student Allowed Contact With

[Add another guardian for this student](#)

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Need to add a second contact, you can do it here in the Parent/Guardian/Contact 2 section.

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Parent/Guardian/Contact 2

Electronic Signature

Submit Registration

Parent/Guardian/Contact 2

First Name*
Darrell

Last Name*
May

Home Phone
889-470-1799

Mobile Phone
609-987-1234

Work Phone
856-765-3489

Email Address
dmay@oncourseuniversity.com

Relation to Student*
Father

Primary Contact

Student Resides With

Student Allowed Contact With

[Remove guardian](#) [Add another guardian for this student](#)

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Complete any necessary Agreement information.

Online Registration for Sayreville School District

School Year
Student Information
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Student Academics
Student Health/Medical
Kindergarten Health History
Parent/Guardian/Contact 1
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Documents for Upload
Electronic Signature
Submit Registration

Agreements

I give Sayreville School District permission to obtain copies of any of my child's records that they deem necessary for registration.*

Parental Acknowledgment of Policies and Procedures

District Provided Files:

-  [Board of Education Policies.pdf](#)
-  [Technology Acceptable Use Agreement.pdf](#)
-  [High School Student Handbook.pdf](#)
-  [Middle School Student Handbook.pdf](#)
-  [Samsel Upper Elementary School Handbook.pdf](#)

Before providing acknowledgment below, please download and read the policies appropriate to your student's school. It is important that you read each item carefully.

I have read, understand and discussed with my child the policies and information provided in the above linked documents.*

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Complete and upload any necessary documents.
Please note if you are unable to upload documents or pictures of documents you will need to bring physical copies to your initial registration meeting

Online Registration for Sayreville School District

School Year
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Student Demographics
Student Academics
Student Health/Medical
Kindergarten Health History
Parent/Guardian/Contact 1
Agreements
Documents for Upload

Documents for Upload

Document Upload

After you submit your application, a representative from the projected school that your child will attend in September will contact you to schedule a time for you to meet so that the school can verify your residency and the age of your child. In addition to that, the school nurse will meet with you to examine, accept, and verify immunization and health information. The nurse will also obtain hard copies of all required documents for the students health file.

The registration of a child is not complete until the required documentation below has been submitted. If you are unable to upload documents at this time, you must bring the documents with you to your initial registration appointment.

The following documents must be either uploaded below or else presented when registering your child:

- Parent/Guardian ID
- Child's official birth certificate
- [Universal Child Health Record](#)
- Immunization Records, indicating that the child has received the following:

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Sign your registration form in the Electronic Signature section.
And when you're finished, click the Submit Registration button.

Online Registration for Oncourse University

School Year
Student Information
Student Demographics
Student Academics
Student Health/Medical
Parent/Guardian/Contact 1
Parent/Guardian/Contact 2
Electronic Signature

Electronic Signature

Acknowledgement* By checking this box, I verify that all information was entered accurately

Electronic Signature*

Myra May
Please enter your name

Date*

6/13/16

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Submit Registration

Submit Registration

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Click here to confirm.

SUBMIT FORM?

Are you sure you want to submit this form? Once the form it is submitted you will be unable to edit it.

Cancel

Submit

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If any fields are filled out incorrectly, you will see this message.

UNABLE TO SUBMIT

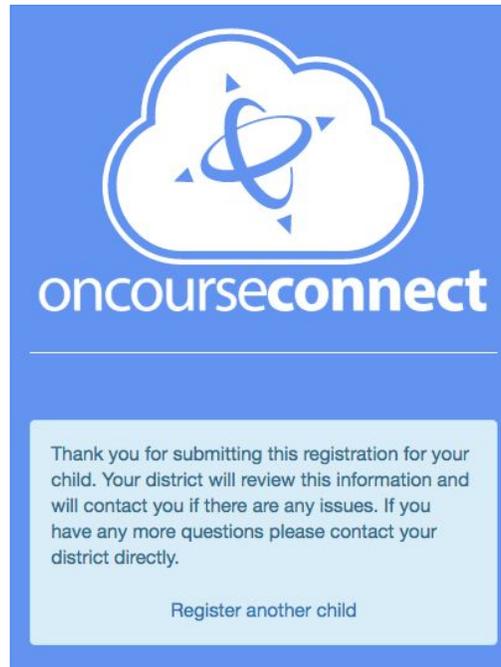
The following field is not complete. Please complete all required fields to submit the form.

section: Electronic Signature

- Acknowledgement
- Electronic Signature
- Date

Close

When your registration form is submitted, you will receive the following message.



If you have any additional questions or concerns about this feature, please do not hesitate to contact the school district registration office:

Sayreville Public Schools Registration Office

732.525.-5200 x5563

student.registration@sayrevillek12.net

Sayreville Public Schools OnCourse

Connect Support

parent.portal@sayrevillek12.net

