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.
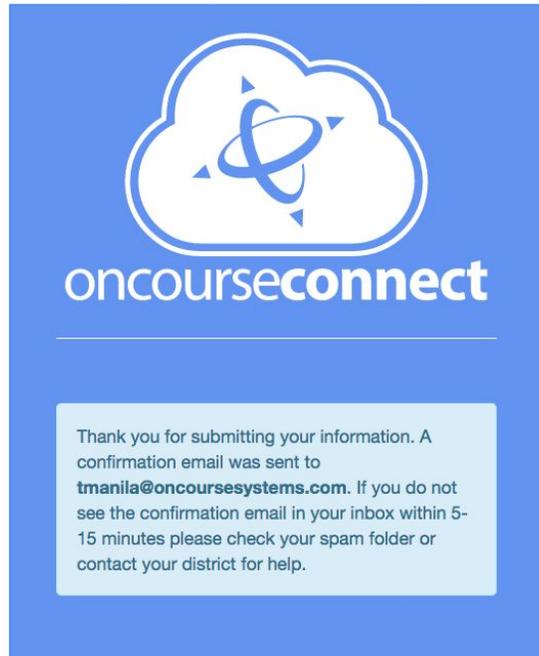Enter your first name, last name, and email address.
When you're finished click the Registration button.

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.
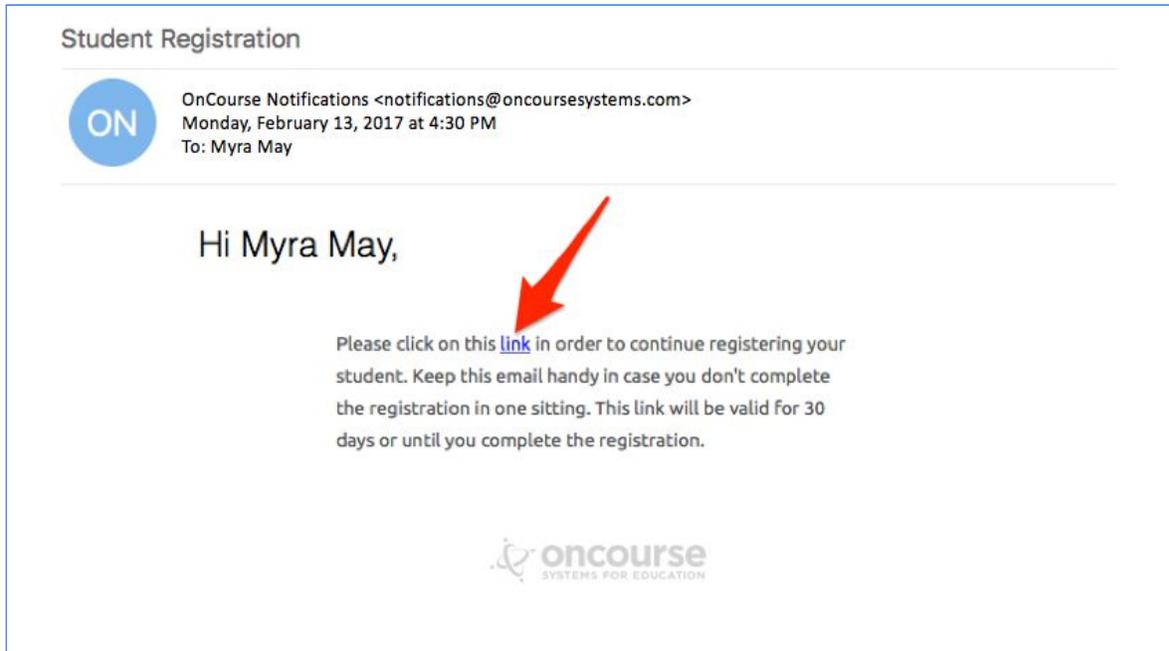
4

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

5

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.

Fill in the necessary Student Information.

Online Registration for Oncourse University

Student Information

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

First Name*

Raquel

Middle Name

Last Name*

May

Birth Date*

09/27/2007

Gender*

Female

City of Birth

East Brunswick

Continue with Student Demographics.

Online Registration for Oncourse University

Student Demographics

School Year

Student Information

Student Demographics

Student Academics

Student Health/Medical

Parent/Guardian/Contact 1

Electronic Signature

Submit Registration

Immigrant Status

Student Born in US

Primary Ethnicity

Multi-race

☐ **African American**

☐ **Native American**

☑ **Asian**

☐ **Hispanic**

☐ **Pacific Islander**

☑ **Caucasian**

Primary Language

English

School Tranferring From

If applicable

‹ Previous   Next ›

8

Include any Student Academics information.

9

Fill in any necessary Student Health/Medical information.

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:

11

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

12

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

Complete any necessary Agreement 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

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.*

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
Student Information
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:

15

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

16

Click here to confirm.

17

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

When your registration form is submitted, you will receive the following message.
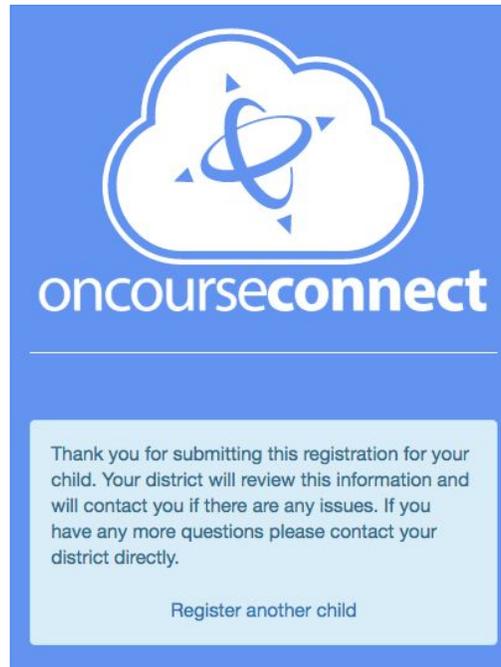
In you have any additional questions or concerns about this feature, please do not hesitate to contact the school district registration office:

Sayreville Public Schools Registration Office

732.525.=5200 x5563
student.registration@sayrevillek12.net
Sayreville Public Schools OnCourse
Connect Support
parent.portal@sayrevillek12.net