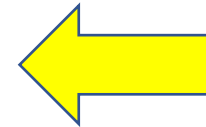


Online Registration Process

How to register online through the Scranton School District

Parents go to the Scranton School District website @ www.scrsd.org.



Registration

1. Identify your Assigned School [CLICK HERE!](#)

2. Gather Supporting Documents

Required Documents: All students who are entering the District for the first time, at any grade, must submit the following documentation before being admitted:

- Evidence of the child's age (one of the following):
 - Birth certificate
 - School Record indicating the date of birth
 - Religious Record/notarized copy of a religious record (i.e. baptismal certificate)
 - Hospital Record
- Current proof of residence
 - Lease + 1 Utility (gas, water, electric)
 - Mortgage /Taxes + 1 Utility (gas, water, electric)
 - Photo ID
 - Custody Papers (if applicable)
- - Immunizations Records
 - Immunization records from their doctor or a medical office; OR
 - School health records; OR
 - Written statement from the former school district, with records to follow; OR
 - International Health Certificate

Guardianship: If you are not the natural parent or guardian of the child being enrolled, you must also provide appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support to the Office of Student Services located at the District's Administration Building Phone: (570) 348-3474 before the child will be admitted.

Non-resident students may be registered in accordance with the District's policy on [Eligibility of Non-Resident Students](#) (Policy #202).

3. Complete Registration Process

[2020/2021 Online Registration English](#)

[2020/2021 Online Registration Spanish](#)

Registration

2020/2021 School Year New Student Registration

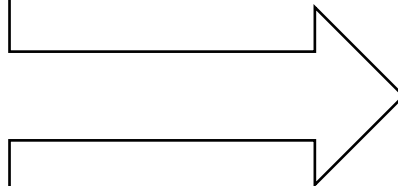
Español 2020/2021 Inscripción de nuevo estudiante

Eschoolplus Parent Home Access

SAT Information for Parents

Homeless Student Intake Form

Parents can register online anywhere there is an internet connection or come in to the registration office at 425 N. Washington Ave. We have computers available for use. Please call with any questions 570-348-3474



First time registrations will have to create an account with an active email, password and 2 security questions. If a parent has an account, the username and password previously created can be used for the new registration. Once the parent has done this they will automatically be taken to the next step “ [New student registration.](#)” Click on the blue wording and it takes you to the next step.

Sign In

Email Address

Password

Remember me on this computer

[Sign In](#)

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

Create Account

- With an account, you can...
- Complete forms online
 - Save and return to forms in progress
 - Print form history

[Create Account](#)

Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

Profile

First Name

Last Name

Daytime Phone

Used to provide support, if requested. Enter entire number, including area code.

Email Address

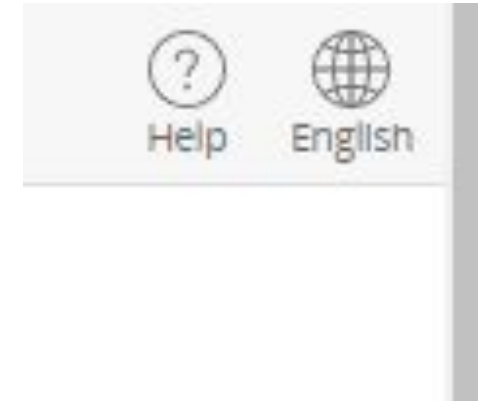
Used for sign in and important communication.

Language options English to Spanish

Parents who speak Spanish can change the language in the upper right corner of the language page to Spanish. The questions will be in their home language.



Registration process defaults to English language.



After creating an account, parents are ready to enter the student's information online. Kindergarten registration is open or next year, 2020-21. **Do not leave any unanswered questions.**



Add Student

First Name

Last Name


Date of Birth
enter as "mm/dd/yyyy"

[Add Student](#)



Dashboard

Continue a Form In Progress

[Student Registration 2020-2021 \(Sswartz\)](#) 
Latest Activity: 12/13/2020

View a Submitted Form

[Student Registration 2020-2021 \(test\)](#) >
Submitted: 7/16/2020

[Student Registration 2020-2021 \(baby \)](#) >
Submitted: 7/12/2020

[Student Registration 2020-2021 \(baby\)](#) >
Submitted: 1/16/2020

Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

The screens will take you through the registration process and each area that needs completing. Answer each question before advancing to the next screen.

Student

New Student

Family

Emergency

Priority

Health

Family Survey

Home Language Survey

Policy Sign-off Sheets

Document Upload

Signature

Review & Submit

Parents/Guardian if you need to register more than one sibling. Please click on the Registration link under question 3.

Once you click on the registration it will take you to a screen that states do you want to manually or import. Click IMPORT. The system will automatically import all of your Parent information to the next student. You will only have to answer the quest pertain to the new student.

Next Steps

1. Print a copy for your records

Your information has been successfully submitted to Scranton School District. Optionally, you may click this [Registration](#) link to print a copy for your records.

Now that you've submitted your Student Registration you must contact the school to make any adjustments.

2. Download any applicable supplemental forms

[Scranton School District Policy Sign-off Sheets](#)
[District Website](#)

3. Complete a Student Registration for another student (if applicable)

This process must be completed for each child attending Scranton School District. To begin another Student Registration, click the link below and follow the directions.

- [Registration](#)



4. Please schedule a [Student Registration Appointment](#)

Contact Information

Add Student

First Name

Sswartz

Last Name

Jane

Date of Birth

enter as "mm/dd/yyyy"

7/20/2015

Add Student

Student Registration

You've already submitted this form for test. Would you like to import the relevant information to save time?

Import

Start from Scratch

Continue

Once you have answered all the questions will be asked to review and submit. If you missed answering a question the program will take back to the beginning of the online application. Any item that was missed will be marked with a **RED** pop up marked “required”. Parents and students must check all requirements under the Policies page in order to submit.

Primary Notification Phone Number **required** [Edit](#)

xxxxxxxxxx

Secondary Notification Phone Number [Edit](#)

xxxxxxxxxx

Home Language **required** [Edit](#)

Special Education? **required** [Edit](#)

Migrant? **required** [Edit](#)

Immigrant? **required** [Edit](#)

UPLOAD DOCUMENTS

We have added a new feature to the online registration process. The parent **MUST** upload all the documents. Birth Certificate, Lease/Mortgage, Utility bill, Immunizations to complete the registration process now.

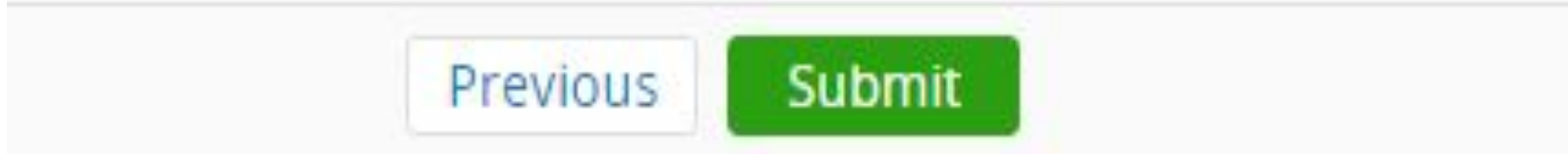
Any Individual Education Plans, custody paperwork work. You will need an appointment to bring to them in to Central registration.

The screenshot displays a web form titled "Document Upload". The form is divided into several sections, each with an "Upload..." button and a "required" label. The sections are:

- Birth Certificate**: Includes a "Birth Certificate" field with a "required" label and an "Upload..." button.
- Proof of Residency**: Includes a heading "Acceptable Items are one of these:" followed by a bulleted list:
 - Lease + 1 Utility (Gas, Water, Electric)
 - Mortgage/Property Tax + 1 Utility (Gas, Water, Electric)
 - No credit card or Cable bills accepted.Below this list are three "Proof of Residency" fields, each with a "required" label and an "Upload..." button.
- Immunizations**: Includes three "Immunizations" fields, each with an "Upload..." button.

At the bottom of the form, there are two buttons: "Previous" and "Next".

If the “Submit” button is green, you have completed the process and there is no more to review. Click on the green button. Otherwise, review and complete the unanswered questions.



Please note: Until all required documents are submitted to the registration/school staff your application will not be considered complete. Parents will receive a call to set up an appointment for Kindergarten Readiness testing.

Please note: If a family is living in a home which is not owned or rented by the parent/guardian of the student, **please call the registration office at 570-348-3474 for an Affidavit of Residency application.**

Please be aware if the you did not get the green submit button. You will need to click the areas in red to correct the missed questions. If you do not do this your child's registration will not be complete. Once you have all green check marks click on the green submitt button again.

Summary

We found some missing or incorrect information on the following pages.

| PAGE | STATUS |
|------------------------|--------|
| Student | 15 |
| New Student | 16 |
| Family | 7 |
| Emergency | 5 |
| Family Survey | |
| Home Language Survey | 3 |
| Policy Sign-off Sheets | 14 |

[Previous](#) [Submit](#)

ALMOST FINISHED!

Once your application has been submitted the **Parent/Guardian** will need to bring in the following registration documents to **Central Registration Office** located at:

Scranton School District

425 N. Washington Avenue,
Scranton, PA 18503

570-348-3474

Fax 570-348-2570

Required list of acceptable registration documents:

- **Photo ID of Guardian/Parent**
- **Two proofs of residency:**
 - **Lease + 1 Utility (gas, water, electric) or**
 - **Mortgage/Taxes + 1 Utility (gas, water, electric)**
- **Student's birth certificate or baptismal record**
- **Immunization record**
- **Custody Papers or Guardianship (if applicable)**
- **Individual Evaluation Plan paperwork (IEP)**

NO CELL PHONE BILLS or CREDIT CARD BILLSOR CABLE BILLSACCEPTED NO CABLE BILLS

Any questions please call 570-348-3474 Monday-Friday from 8-3