



Fairbanks North Star Borough School District Online Registration

Thank you for your interest in registering your student to attend school in the Fairbanks North Star Borough School District (FNSBSD). Online registration is available for use by parents (or other legal guardians) who have the authority to make educational decisions for their students. The system is intended for registering students who might be new to the district, transferring from one FNSBSD school to another, or returning after having been withdrawn from the district.

The FNSBSD does not currently require annual re-enrollment for students who are continuing in the district if they will remain at their current school or will be transitioning over the summer to the area school that offers their next year grade level.

Registration portal website: <https://register.k12northstar.org/>

Recommended browsers: Up-to-Date version of Chrome or Firefox.

Incompatible browsers: Internet Explorer and Microsoft Edge.

Compatible devices: The registration can be completed on either a computer or mobile device when using a recommended browser.

General Notes

The data you enter into the registration will be passed into PowerSchool, our digital student information system, and used to either create a new student record or update an existing student record. Please use appropriate capitalization for names and addresses.

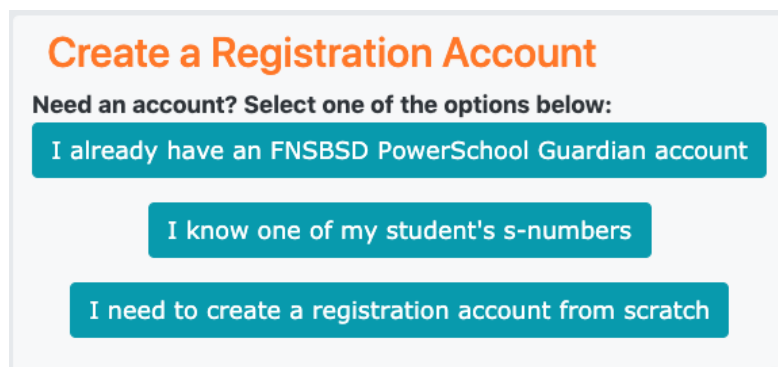
Some items will not be updated in PowerSchool for students who have been enrolled or pre-registered in the FNSBSD:

- Student name or date of birth:
 - Please provide the school with a copy of the birth certificate if either the student name or date of birth needs to be corrected.
- Existing contacts: Contacts that were established by the parent/guardian previously, whether during enrollment or an update, will not be removed from the student if they are absent from the current registration, nor will existing phone numbers be removed. This is done to prevent unintentional removal of a legal parent/guardian or phone numbers that could still be valid in the event of an emergency.
 - To review your contact information and your student's emergency contacts, or to request updates, please log into your [PowerSchool guardian account](#) and utilize the Contact Update feature listed at the bottom of the left navigation menu.

Registration Guardian Account Creation

There are three methods for creating a FNSBSD Registration Account. Pick the option that best describes your circumstances.

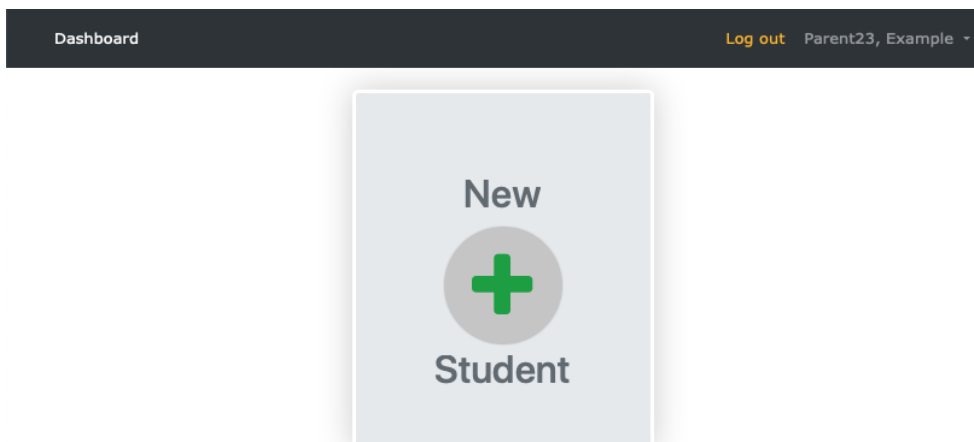
1. **I already have an FNSBSD PowerSchool Guardian account:** If you already have a PowerSchool guardian account with our district, you can log directly into the [FNSBSD Registration system](#) with the same username and password that you use for your [PowerSchool guardian account](#).
2. **I know one of my student's s-numbers:** If your student is currently enrolled in the district, or was enrolled or registered previously, it is possible to use the Quick Register process (option 2).
 - a. If you don't know your student's s-number, it's likely that your student can provide it to you .
3. **Create an account from scratch:** Use option 3 if you and your student(s) are new to the district.



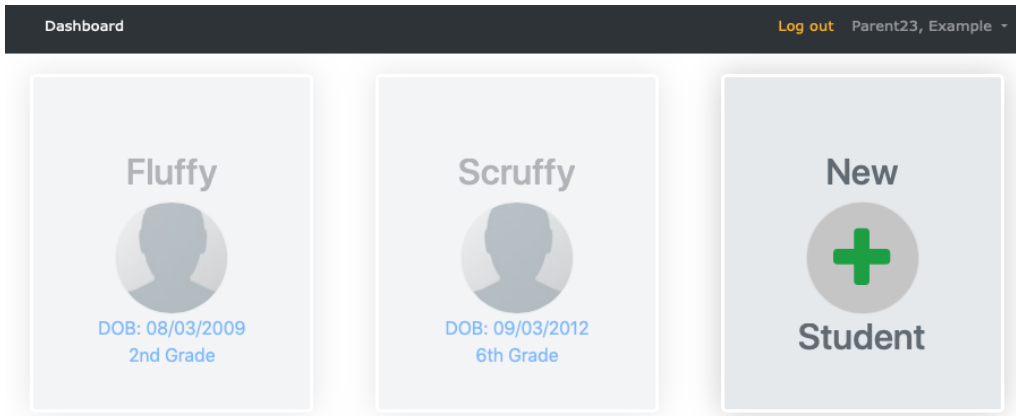
Guardian Registration Account Dashboard

Depending on how you created your account, you might see “tiles” for your students or you might just have a “New Student” tile. If there is already a tile for the student you are registering, please click that tile instead of “New Student” when you are ready to begin a registration.

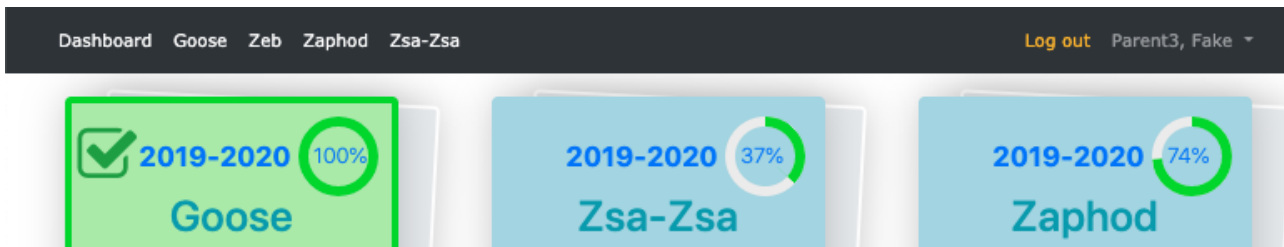
If you are a brand new parent/guardian and did not associate your registration account with a PowerSchool guardian account, your registration dashboard will resemble this:



If you already have a PowerSchool guardian account, and you logged into the registration system with those credentials, then your dashboard will show tiles for students associated with your PowerSchool guardian account. You may also opt to add a new student.



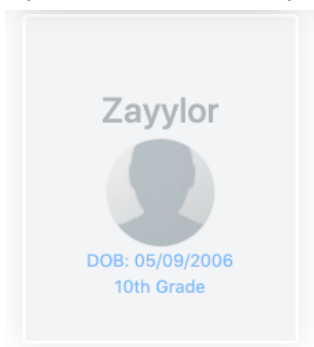
When returning to your Registration account later, any registrations that you might have completed or started will display, in addition to the option to add a New Student. Registrations that are incomplete (blue) or that have been submitted (green) but not yet finalized by district staff can be edited or printed out. Finalized registrations can be printed out.



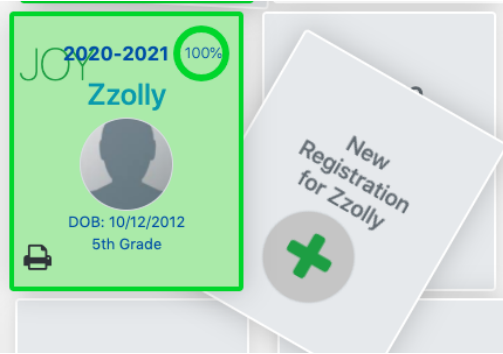
Start a Registration

Different users will have different options for beginning a registration.

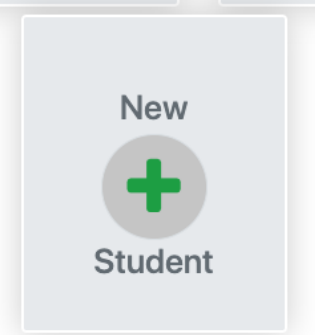
If you see a “tile” with your student’s name, click that to start the registration form.



If you have already used the online registration system to register the same student previously, you can start another registration for that student by hovering over the previous item, then click “**New Registration for...**”



If your student doesn't already appear on your Registration Dashboard, then click **New Student**.



Pick a Start Date

After starting a registration, you will be asked to select the date that you expect the student to begin school. Depending on the time of year that you are registering, you might see more than one school year from which to choose.

- **School Year Start Date** selection: Be sure to pick a date in the correct school year if more than one is displayed.
- **Grade Level**: When asked for your student's grade level, choose the grade level they will have during the year for which you are registering.

The calendar will look something like this:

Please select the date you expect Zzolly to begin attending school:

This will help ensure you are filling out the correct forms as they may change over time.

THIS SCHOOL YEAR																											
2020																											
September					October					November																	
Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
1	2	3	4	5					1	2	3	1	2	3	4												
8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12											

If all you see is a **banner without calendar months** below it, please log out and check to ensure that you are using a compatible browser (Chrome or Firefox). Change or update your browser before logging back in.

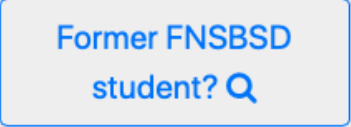
Completing the Registration

The registration consists of 9 sections for a student who is new to the district or whose registration was not linked to his or her s-number. Mandatory items are indicated in red font. The sections include:

- **Student** - Includes demographic data and grade level selection for the registration year.
- **Contacts** -- You may list as many contacts as you would like. Schools use the list of contacts to determine who has access to the student and under what circumstances.
 - Please include any adult who is:
 - Another parent or legal guardian;
 - An Emergency Contact.
- **Family**
- **Education & Support**
- **School**
- **Permissions**
- **Acknowledgments**
- **Documentation** - Required documentation, if any, can be uploaded to the registration or provided directly to the school. Examples may include:
 - Birth certificate;
 - Proof of physical address;
 - Immunization records;
 - Transcripts, etc.
- **Signature** - This registration is a legal document and will be retained along with your student's educational records. Your signature is required before the registration can be considered valid.

Section 1: Student Information

Has your student ever had a district ID (s-number) with the FNSBSD? You can reduce the number of fields and sections requiring completion using their s-number and date of birth. Click the button to search if your student has ever attended or pre-registered to attend a school in the FNSBSD:



Former FNSBSD
student? Q

If your student is new to the district, or you cannot obtain the s-number, proceed with the student's information from scratch.

Section 2: Contacts

Address Tips


Physical & mailing addresses

By default, the system will mirror the address information entered into the Physical address fields in the Mailing address fields, but if your mailing address is different from your street address, just start typing it into the Mailing address fields to unlink the two.

The physical and mailing addresses in the image below are different and have been **unlinked**:

Address:

Physical	Mailing
520 5th Ave	PO Box 123
Ste 5	



Shortcut for contacts living at the same address

Once a contact has been saved in the registration account, you can opt to copy that contact's address data to other contacts who have the same addresses (parents/guardians). Click the **Copy from...** link to insert the same address data for the new contact, or enter a different address, as appropriate:

Address:

 **Copy from Parent23, Example 520 5th Ave / PO Box 123**

 **New address**

Section 3: Family

The student will have one household for each physical address.

If you have entered two contacts who should be displaying in the same household, but they are not:

- Return to one of the contacts;
- Delete the address entered; and,
- Use the Copy Address feature to duplicate the address information from the other contact who lives in the same household.

Each household will be asked for a preferred outreach telephone number and each contact in the household responds to the prompt regarding military-connected status.

Section 4: Education & Support

This section collects information regarding the student's past schooling, if any. In addition, parents/guardians are asked to indicate whether or not the student is currently receiving or has a history of having received support in several categories including:

- [McKinney-Vento Education Program](#)
- [English Language Learner Program](#)
- [Alaska Native Education](#)
- [Migrant Education Program](#)

Section 5: School

The system will take address information from the first contact and use that to determine the area school for the physical address provided. If no area school is identified, please check to ensure that only the street number and street name are in the Street field, and any apartment number, lot number, etc., are listed in the Unit field.

You will be provided with the opportunity to indicate that you would like to enroll your student at a school other than your area school. Enrollment at schools other than your area school is not ensured. All out of area, magnet, and charter school enrollments require additional steps and approval. Please contact the school for additional information.

[BEST is the district homeschool option](#), and if a parent chooses that as the requested school, it will replace the "area school." Parents seeking to enroll their students at BEST still need to follow up with the school, located at the school district administrative center office building: 907-452-2000 x11201. Should the parent determine that they no longer prefer enrollment at BEST, they must return to the registration for their student(s) and un-check BEST as the requested school.

If the street address you provide is in the Fairbanks North Star Borough and is properly formatted (no apartment number in the Street field), but no area school is identified, then the address is not in the transportation department's database. Please contact Transportation for additional assistance: 907-452-2000 option 4.

Permissions

Directory Information

The district offers the opportunity to indicate parent preferences on disclosing "directory information" regarding their student to various entities. These permissions are collected on an annual basis, but existing permissions will be retained until or unless changed by the parent.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Fairbanks North Star Borough School District, with certain exceptions, obtain written consent from the parent/guardian or student who is 18 years of age or older ("eligible student") prior to the disclosure of personally identifiable information.

The district may disclose appropriately designated "directory information" without written consent, unless a parent/guardian or eligible student has advised the district to the contrary.

The Fairbanks North Star Borough School District has designated all of the following information as **directory information**:

Name
Current Mailing Address
Name of School Currently or Previously Attended
Grade Level
Dates of Attendance and/or Graduation
School Awards, Honors, Recognitions
Participation in Sports and Activities
Height and Weight (interscholastic athletes only)
Guardian Email Address
Preferred Student Email Address
Telephone Number
Photograph

Google Additional Services

The district uses Google Drive for educational purposes, and some classes may use some Google options defined as "additional services," such as Google Maps and YouTube. The district restricts access to items available on YouTube when the student is using a device accessing the internet on the district network. Google requires parent permission for students to log into their Additional Services, and an opportunity to give permission is included in the registration.

Acknowledgments

Each year the district asks parents to acknowledge that they have been offered information on a number of topics, including:

- District Concussion Policy
- Free & Reduced Price Meal Program
- Student Health/Accident Insurance (supplemental student insurance is not available for purchase for students attending charter schools)
- Student Rights, Responsibilities, and Behavioral Consequences Handbook

Documentation

School registration often involves required documentation. Parents may choose to upload documents to their student's registration or indicate that they will provide it directly to the school.

Possible required documentation:

- Immunization Records are required for new students, or when requested by the school or district nurse.
- Proof of physical ("street") address. This consists of a recent document showing:
 - Physical location of home
 - Parent or guardian name as the responsible individual
 - Date of document
- Birth Certificate (an official copy is not needed) for students starting with the district in kindergarten or Grade 1.

Optional documentation includes:

- Legal documents (court orders or other notarized documents relating to the student's custody, for example).
- Special Education, IEP, 504, etc.
- Transcripts.
- US Department of Education Title VI certification (for the district's Alaska Native Education program)

If you choose not to upload required documentation during the registration process, you simply click "Skip" and check boxes at the end stating that you will provide it later to the school.

Signature & Date

Your student's registration is not complete until you sign it.