

# ERLANGER/ELSMERE SCHOOL DISTRICT

## ON-LINE REGISTRATION – NEW FAMILIES

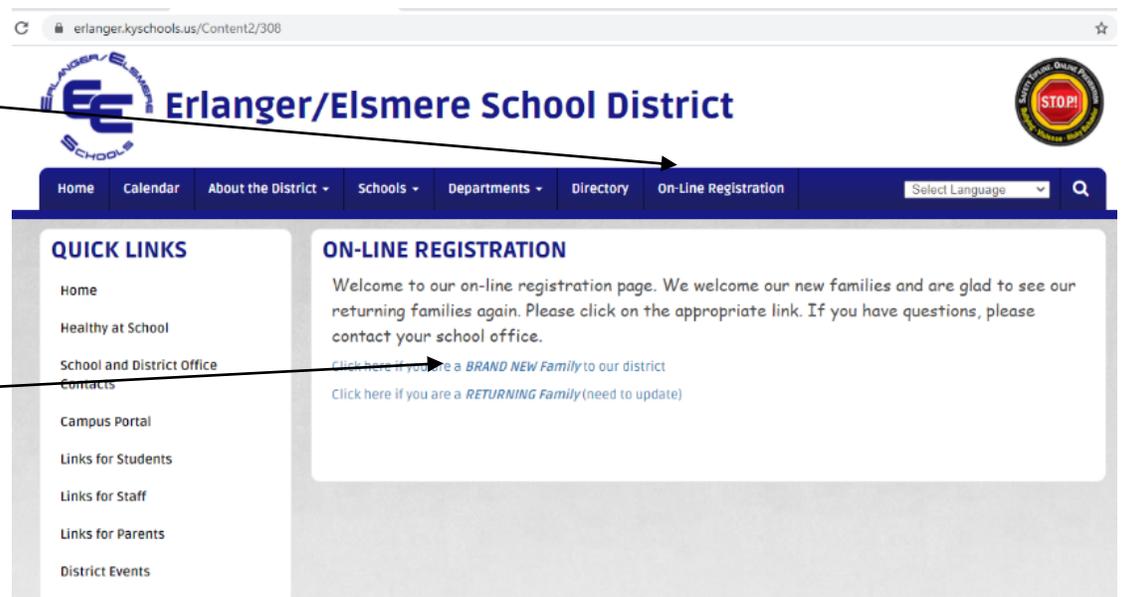
Please follow these directions to register a student if the family is new to Erlanger/Elsmere Schools

On the Erlanger/Elsmere Schools website:

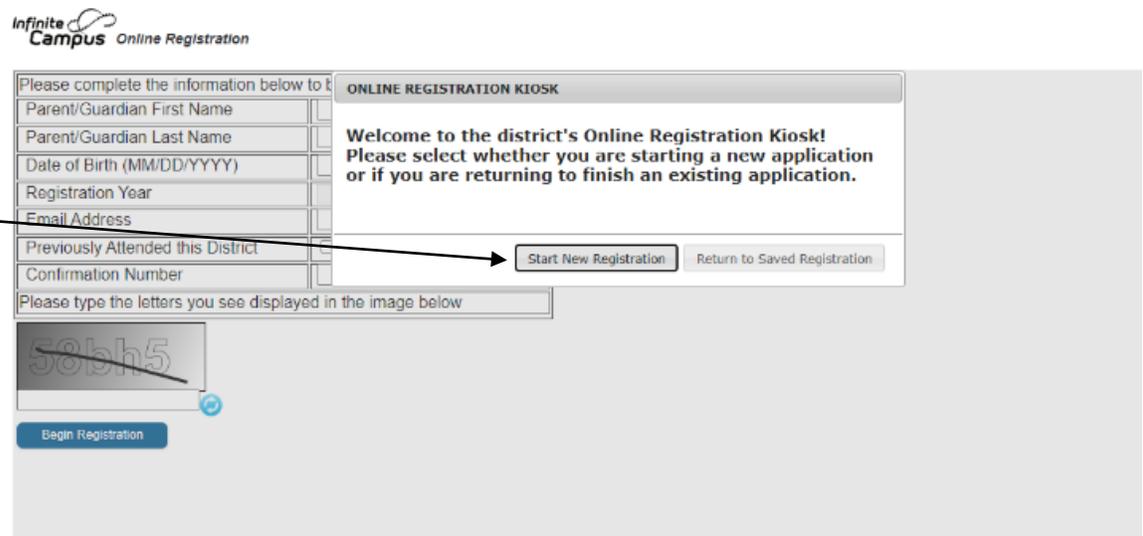
<https://www.erlangerkyschools.us/>

Click on the tab  
"On-Line  
Registration" to  
begin the  
registration process

Select "Brand New  
Family"



Click on "Start  
New Registration"



Complete the information requested.

Be sure to select the 2021-20200 Registration Year

Click on Begin Registration

Please complete the information below to begin the registration process.	
Parent/Guardian First Name	Donna *
Parent/Guardian Last Name	Schulte *
Date of Birth (MM/DD/YYYY)	05/10/1980 *
Registration Year	2021-2022 OLR *
Email Address	abc123@gmail.com
Previously Attended this District	<input type="checkbox"/>
Please type the letters you see displayed in the image below	
<input type="text" value="50bh5"/>	
<input type="button" value="Begin Registration"/>	

Type your name

Click on "submit"

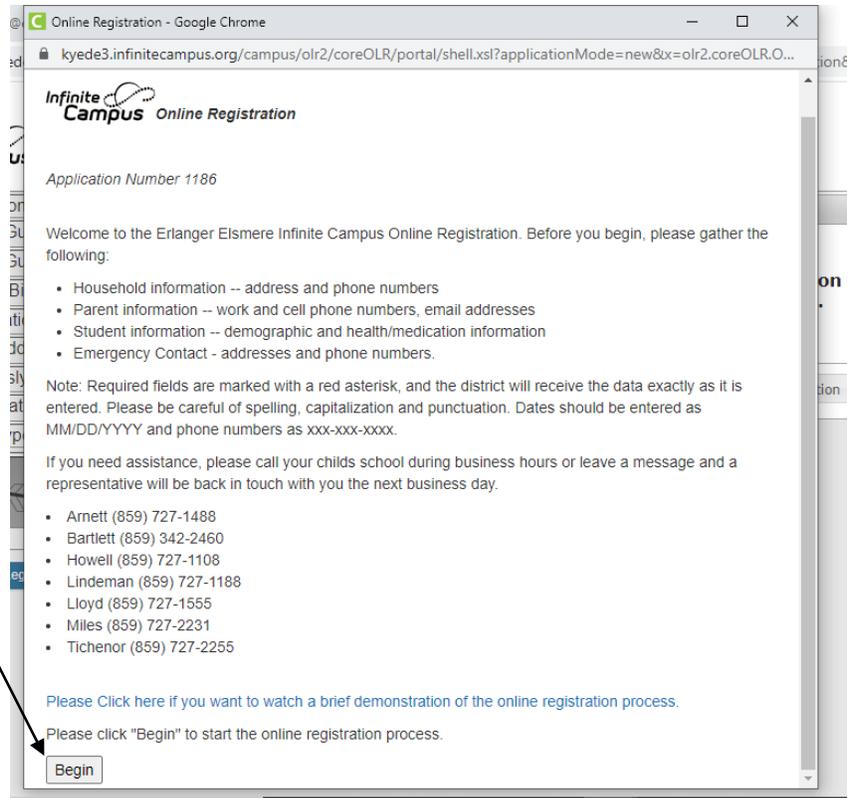
Application Number 1173

Welcome Donna Schuttel Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

You will be guided through the process and will need to supply the information listed on this page.

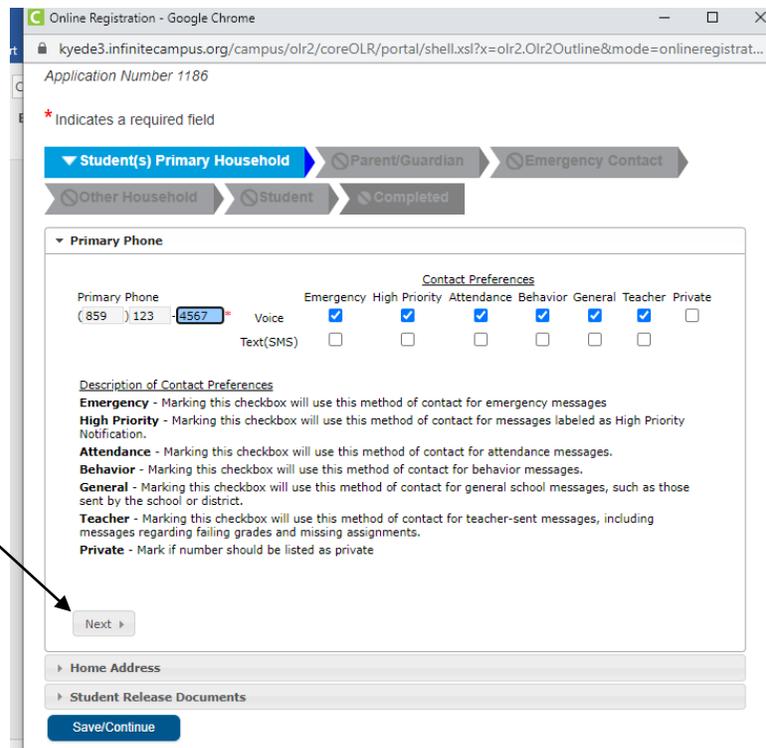
Please select "Begin" when you are ready to start.



You will begin completing information on your household.

Click "Next" when finished with this page.

If you miss a required answer, it will turn red and direct you back to answer it.



Complete the information on your home address.

You will be asked to upload something for “Proof of Residency”. This will be a lease, utility bill, etc. If you are unable to upload any documents, you can send a copy to the school.

Click “Next” when finished.

The screenshot shows the 'Home Address' section of the registration form. It includes a progress bar at the top with steps: Student(s) Primary Household (selected), Parent/Guardian, Emergency Contact, Other Household, Student, and Completed. Below the progress bar are sections for Primary Phone, Home Address, and Student Release Documents. The Home Address section contains a form with fields for Street Number, N,S,E,W, Street Name Only, Commonwealth, St. Ave, Blvd, etc., Ave, N,S,E,W, Apartment, City, State, Zip, Ext., and County. The example address is Erlanger, KY 41018, Kenton. A 'Clear Address Fields' button and a text input field for pasting an address are also present. Below the form, there is a message: 'Please upload a utility bill to prove residence in the district.' with a blue button labeled 'Upload Utility Bill / Proof of Residency'. At the bottom of the Home Address section are 'Previous' and 'Next' buttons.

The highlighted documents are required pieces of information that explain many of the policies in our District. Later in the process, you will be asked to sign that you have read them and agree to the information. This is your chance to select each one so it will open and read each document.

Click on “Save/Continue” when finished.

The screenshot shows the 'Student Release Documents' section of the registration form. It includes the Infinite Campus Online Registration logo and 'Application Number 1173'. A progress bar at the top shows steps: Student(s) Primary Household (selected), Parent/Guardian, Emergency Contact, Other Household, Student, and Completed. Below the progress bar are sections for Primary Phone, Home Address, and Student Release Documents. The Student Release Documents section contains a message: 'It is required that you open and review each of the documents below for your household. There will be questions you must answer later in the Student Release section. This will prevent you from having to open these documents multiple times for multiple students.' Below the message is a list of document links: EES District Code of Acceptable Behavior, Medication Policy, FERPA Document, Student Directory, Acceptable Use Policy, Chromebook Contract, I/P Document, and Photo Release Document. At the bottom of the Student Release Documents section are 'Previous' and 'Save/Continue' buttons.

You will begin working on Parent/Guardian information.

You need to add any Parents/Guardians, including yourself.

Select "OK" when ready to begin.

The screenshot shows a web browser window titled "Online Registration - Google Chrome" with the URL "kyede3.infinitecampus.org/campus/olr2/coreOLR/portal/shell?x=olr2.Olr2Outline&mode=or". The main content area is titled "Demographics" and contains a modal dialog box titled "Add Parent/Guardian Title". The dialog box has a header bar with the title and a close button. Below the header, it says "Please add any Parent/Guardian including yourself in this area." At the bottom right of the dialog box is an "Ok" button. Below the dialog box, there is a "Next >" button. At the bottom of the page, there are three expandable sections: "Contact Information", "Migrant Worker", and "Impact Aid". At the very bottom, there are "Cancel" and "Save/Continue" buttons.

You are now working on the Parent/Guardian information. Your information should appear. Please complete the necessary fields.

Click on "Next" when finished.

The screenshot shows the "Infinite Campus Online Registration" interface. At the top right, it says "Application Number 1173". Below the header, there is a progress bar with steps: "Student(s) Primary Household" (checked), "Parent/Guardian" (active), "Emergency Contact", "Other Household", "Student", and "Completed". Below the progress bar, the title is "Parent/Guardian Name: Donna Schulte". The main section is titled "Demographics" and contains the following fields: "First Name" (Donna), "Middle Name" (empty), "Last Name" (Schulte), "Suffix" (dropdown menu), "Birth Date" (05/10/1980), and "Gender" (Female). Below these fields, there is a checkbox that is checked, with the text "Please check this box if this person lives at the address listed below." and the address: "### Commonwealth Ave, Erlanger, KY 41018". At the bottom left of the form is a "Next >" button. Below the form, there is a "Contact Information" section.

Entering your contact information is very important. This will enable the school to reach you in the event of an emergency or with important information about what is going on in the classroom, school and/or District.

es.infnitecampus.org/campus/olr2/coreOLR/portal/shell.xsl?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.coreU

**Contact Information**

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

At least one Phone Number is required.\*

Cell Phone: 123 456 7890

Work Phone: ( ) - - X

Other Phone: ( ) - - X

Email: \*abc123@gmail.com

Has no e-mail:

Secondary Email: \_\_\_\_\_

**Contact Preferences**

Emergency High Priority Attendance Behavior General Teacher Private

Voice (SMS)Text:

Emergency:

High Priority:

Attendance:

Behavior:

General:

Teacher:

Private:

**Description of Contact Preferences**

**Emergency** - Marking this checkbox will use this method of contact for emergency messages

**High Priority** - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

**Attendance** - Marking this checkbox will use this method of contact for attendance messages.

**Behavior** - Marking this checkbox will use this method of contact for behavior messages.

**General** - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

**Teacher** - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

**Private** - Mark if number or email should be listed as private

Previous Next

Migrant Worker

Impact Aid

Cancel Save/Continue

Click on "Next" when finished.

Answer the required question.

\* Indicates a required field

Student(s) Primary Household Parent/Guardian Emergency Contact Other Household Student

**Parent/Guardian Name: Donna Schulte**

Demographics

Contact Information

**Migrant Worker**

Has this person, within the past 36 months, relocated with the intent to obtain seasonal or temporary employment in agriculture, fishing, and dairy of food processing work?

Yes, this individual is a migrant worker

No, this individual is not a migrant worker

Previous Next

Impact Aid

Cancel Save/Continue

Click on "Next" when finished.

Complete the required field.

kyede3.infnitecampus.org/campus/olr2/coreOLR/portal/shell.xsl?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiiosk=&x=olr2.coreOLR.Olr2Main-appTypeChe

**Impact Aid**

Federal Impact Aid (FIA) Section 8003 Grant Information.  
Parent/Guardian in Military

Yes, this individual is a member of the military

No, this individual is not a member of the military

Previous

Cancel Save/Continue

Select "Save/Continue" when finished.

Select "Add New Parent/Guardian" to add additional people.

Select "Save/Continue" when finished adding Parents.

The screenshot shows the 'Parent/Guardian' section of the Infinite Campus Online Registration form. At the top, there is a progress bar with steps: Student(s) Primary Household (checked), Parent/Guardian (selected), Emergency Contact, Other Household, Student, and Completed. Below the progress bar, a table lists the added parent/guardian:

First Name	Last Name	Gender	Completed
Donna	Schulte	F	✓

Below the table, there is a legend: 'Yellow - Indicates that person is missing required information. Select the highlighted row to continue.' and 'Green checkmark - Indicates that person is completed.' At the bottom of the form, there are three buttons: 'Add New Parent/Guardian', 'Back', and 'Save/Continue'. Arrows from the text on the left point to the 'Add New Parent/Guardian' and 'Save/Continue' buttons.

You will now begin adding Emergency Contact information. This will contain information on those who can be contacted for an emergency if you are not able to be reached. This person could also be permitted to pick up your children from school.

To begin, select "Add New Emergency Contact".

The screenshot shows the 'Emergency Contact' section of the Infinite Campus Online Registration form. At the top, there is a progress bar with steps: Student(s) Primary Household (checked), Parent/Guardian (checked), Emergency Contact (selected), Other Household, and Student. Below the progress bar, a table lists the added emergency contacts:

First Name	Last Name	Gender	Completed
------------	-----------	--------	-----------

Below the table, there is a legend: 'Yellow - Indicates that person is missing required information. Select the highlighted row to continue.' and 'Green checkmark - Indicates that person is completed.' At the bottom of the form, there are two buttons: 'Add New Emergency Contact' and 'Back'. An arrow from the text on the left points to the 'Add New Emergency Contact' button.

Add information for one contact.

Select "Next".

\* indicates a required field

✓ Student(s) Primary Household    ✓ Parent/Guardian    ▼ Emergency Contact    ⓧ Other Household

**Contact Name: John Smith**

▼ Demographics

Please complete the following information for each emergency contact for your students.

First Name	John *
Middle Name	
Last Name	Smith *
Suffix	▼
Birth Date	<input type="text"/> [Q]
Gender	Male ▼ *

Next ▶

▶ Contact Information

▶ Verification

Cancel    Save/Continue

Continue with information on the emergency contact individual.

Select "Save/Continue" when finished.

✓ Student(s) Primary Household    ✓ Parent/Guardian    ▼ Emergency Contact    ⓧ Other Household

**Contact Name: John Smith**

▶ Demographics

▶ Contact Information

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Please check this box if this person lives at the address listed below.  
123 Commonwealth Ave  
Erlanger, KY 41018

or

Address Line 1	789 Mineola Pike
Address Line 2	Erlanger, KY 41018

Example  
Address Line 1 - 123 S Main St Apt 4  
Address Line 2 - Schenectady, NY 12345

Previous

Cancel    Save/Continue

If you have more contacts to add, select "Add New Emergency Contact".

When finished, select "Save/Continue".

\* Indicates a required field



### Emergency Contact

First Name	Last Name	Gender	Completed	
John	Smith	M	✓	<a href="#">Edit/Review</a>

In AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

[Add New Emergency Contact](#) [Back](#) [Save/Continue](#)

You will be asked to add information for anyone living in your home that is not enrolling in school. **Be sure to include younger children.** When it comes time to enroll them, you will only need to update their information.

To add others, select "Add New Household Members".

If there are none to add, select "Save/Continue".

\* Indicates a required field



### Other Household

First Name	Last Name	Gender	Completed	
John	Doe	M	✓	<a href="#">Edit/Review</a>

Please list any other child in the household who will not be enrolling in school this year. An example would be a 2 year old.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Household Member \(Children in household who will not be enrolling\)](#) [Back](#) [Save/Continue](#)

Once you have added all additional household members, select "Save/Continue".

Campus Online Registration

Application No.

\* Indicates a required field



Name: John Doe

#### Demographics

First Name	John	*
Middle Name		
Last Name	Doe	*
Suffix		
Birth Date	01/01/2020	
Gender	Male	*

[Cancel](#) [Save/Continue](#)

You can review who you have added. Anything in yellow indicates information is missing. You can click on "Edit/Review" to make corrections.

When finished, select "Save/Continue"

\* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → **Other Household** → Student

### Other Household

First Name	Last Name	Gender	Completed	
John	Doe	M	✓	<a href="#">Edit/Review</a>

Please list any other child in the household who will not be enrolling in school this year. An example would be a 2 year old.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Household Member \(Children in household who will not be enrolling\)](#)

[Back](#) [Save/Continue](#)

You will begin adding information regarding the student you are registering.

Select "Add New Student"

**Campos Online Registration** Application Num1

\* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ✓ Other Household → **Student**

### Student

First Name	Last Name	Gender	School	Completed
Please include all students that need to be enrolled.				
<b>Yellow</b> - Indicates that person is missing required information. Select the highlighted row to continue.				
✓ - Indicates that person is completed.				

[Add New Student](#)

[Back](#)

Complete the required information on your child.

Upload a picture of legal birth certificate (Not the hospital certificate). If unable to upload, please send a copy to the incoming school.

Choose the grade the student will be entering:  
00= Kindergarten  
99= Preschool

Select "Next" when finished.

\* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ✓ Other Household → **Student** → Completed

**Student Name: Susan Schulte**

**Demographics**

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name: Susan \* Gender: Female \* Enrollment Grade: 00 \*  
 Legal Middle Name: \* Foreign Exchange \* School: Arnett Elementary School  
 Legal Last Name: Schulte \*  Yes, this is a foreign exchange student  
 Suffix: \*  No, this is not a foreign exchange student  
 Social Security Number Optional: To participate in Kentucky Educational Excellence Scholarship (KEES) program in high school, students social security card must be on file.  
 Nickname: \*  
 Student Cell Number: \*  
 Birth Date: 01/01/2016 \*  
 Date Entered U.S.: \*  
 \*\*Birth Certificate or other reliable proof of birth required by State Law 158.032\*\*

Please upload a Birth Certificate.  
[Upload Birth Certificate](#)

[Next >](#)

▶ Race Ethnicity  
▶ Housing  
▶ Student Services

Completed the required fields.

Select "Next" when finished.

The screenshot shows the 'Race Ethnicity' section of a registration form. At the top, there is a dropdown menu for 'Is Hispanic/Latino'. Below it, a red asterisk indicates a required field with the instruction: 'Please check all that apply. If not Hispanic, at least one is required.' There are five radio button options: 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'. At the bottom of this section are two buttons: '< Previous' and 'Next >'. Below the 'Race Ethnicity' section is a vertical list of other form sections: 'Housing', 'Student Services', 'Language Information', 'Previous School', 'School Safety and Discipline', and 'Relationships - Parent/Guardians', each with a right-pointing arrow.

Complete the required fields.

Select "Next" when finished.

The screenshot shows the 'Housing' section of a registration form. The URL at the top is 'kyede3.infinitecampus.org/campus/olr2/coreOLR/portal/shell.xml?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiiosk=8x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.'. The section title is 'Housing'. Below the title, a paragraph states: 'The following questions address the McKinney-Vento Act 42 U.S.C. 11435. Answers to these questions will help determine services the student may be eligible to receive.' There are three questions: 'Is the student's current address a temporary living arrangement?' with a dropdown menu; 'Is this temporary living arrangement due to loss of housing or economic hardship?' with a dropdown menu; and 'If the answer to both of these questions is Yes, please indicate where the student is living:' with a dropdown menu. At the bottom of this section are two buttons: '< Previous' and 'Next >'. Below the 'Housing' section is a vertical list of other form sections: 'Student Services', 'Language Information', 'Previous School', and 'School Safety and Discipline', each with a right-pointing arrow.

Complete the required fields.

Select "Next" when finished.

The screenshot shows the 'Student Services' section of a registration form. The section title is 'Student Services'. Below the title, there are three questions, each with a dropdown menu: 'Does your student have a current IEP?', 'Does your student have a current 504 plan?', and 'Has your student previously received gifted/talented services?'. At the bottom of this section are two buttons: '< Previous' and 'Next >'. Below the 'Student Services' section is a vertical list of other form sections: 'Language Information', 'Previous School', 'School Safety and Discipline', 'Relationships - Parent/Guardians', 'Relationships - Emergency Contacts', 'Legal Documentation', 'Relationships - Other Household', 'Health Services - Emergency Information', 'Health Services - Medical or Mental Health Conditions', 'Health Services - Medications', and 'Release Agreements', each with a right-pointing arrow. At the very bottom of the page are two buttons: 'Cancel' and 'Save/Continue'.

Complete the required fields.

Select "Next" when finished.

Complete the required fields. If registering a child that has been in another school district, this information is helpful.

Select "Next" when finished.

Complete the required fields. You will need to add checkmarks and answer questions.

Select "Next" when finished.

You will now link the information you have already entered to the child you are registering. Be sure to select "guardian".

Be sure to select a "contact sequence" so we know who is the first to be called in the event of a sick child or emergency.

Select "Next" when finished.

At least one person must be marked as 'Guardian'.

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	or	No Relationship
Donna Schulte	Mother, natural/adoptive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>

Description of Contact Preferences  
**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.  
**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.  
**Portal** - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.  
**Messenger** - Marking this checkbox will flag this person to receive messages from the District's messenger system.  
**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person.  
**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.  
**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Previous Next

You will do the same with Emergency Contacts, linking them to the child you are registering.

Select "Next" when finished.

Emergency Contacts (People Authorized to Pick Student Up From School)

A minimum of (1) Emergency Contacts are required\*

Name	Relationship*	Contact Sequence*	or	No Relationship
John Smith	Friend	2		<input type="checkbox"/>

Description of Contact Preferences  
**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.  
**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Emergency Contacts (People Authorized to Pick Student Up From School)

Previous Next

If there are any legal documents, including custody paperwork that you need to submit, you may select "yes" and upload them here. If you are unable to upload, please send a copy to the incoming school.

Select "Next" when finished.

Do you have any form of legal documentation stating that any person(s) may NOT pick up your child from school?  
(If "yes" is checked, please provide a copy of legal documentation with this enrollment form.)

Upload Legal Documentation

Previous Next

Cancel Save/Continue

You will need to link the individuals that you added that live in another household. These will probably be some of your emergency contacts.

Select "Next" when finished.

You will be asked medical information.

Please complete the fields. If you are interested in using one of the Health Point clinics located in our schools, you will need to complete the two attached forms.

You may complete them and upload or send into the incoming school. You will only need to do this to utilize the services at the clinics within our schools.

Select "Next" when finished.

Please complete the required field.

Select "Next" when finished.

Please complete the required field.

Does this student take medications?

An up-to-date immunization record on a Kentucky form is required. You can upload it at this link.

If you are unable to upload, please send it in to the incoming school.

Select "Next" when finished.

Online Registration - Google Chrome  
kyede3.infinitecampus.org/campus/olr2/coreOLR/portal/shell.xsl?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appType

- School Safety and Discipline
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Legal Documentation
- Relationships - Other Household
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications

No medications

or

Add Medication

Please upload a copy of immunization records.

Upload Immunizations

Previous Next

This is the page that you need to acknowledge all of those documents that you read earlier. You will need to add checkmarks and answer questions.

Finish by "signing" your name with the cursor/mouse.

Select "Save/Continue" when finished.

Online Registration - Google Chrome  
kyede3.infinitecampus.org/campus/olr2/coreOLR/portal/shell.xsl?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.coreOLR

Release Agreements

The following questions must be checked prior to enrollment.

- I acknowledge receipt of and accept the EES District Code of Acceptable Student Behavior and Discipline
- I acknowledge receipt of and accept the district medication policy.
- I acknowledge receiving information regarding my rights under the Federal Educational Rights and Privacy Act
- I acknowledge receiving the Annual Student Directory Information Notification and the Protection of Pupil Rights Amendment.

The following yes or no questions will not keep a student from being enrolled regardless of the answer chosen.

- I acknowledge receipt of and accept the district Acceptable Use Policy, and agree for my child to have access to the Internet. In lieu of signing and returning the "Student Release of Information" form, please check the appropriate box on the final page of the aUJ, the check to the left and my signature below
- Please answer "yes" or "no" to agree to the following:  
I agree to the release of my child's information to the district for the purpose of providing services to my child. Yes No
- (Grades 6-12 only) I acknowledge receiving the Individual Learning Plan web release form and agree to return the Signature sheet on that form. I hereby acknowledge that I have read and understood the ILP form, and authorize the District to enable a Feature of the ILP which allows the district to invite other staff to have access to the ILP information. Yes No NA
- (Grades 9-12 only) (Federal law requires that schools release directory information to military recruiters unless a parent explicitly forbids the release of such information.) Please select "no" if you do not give permission for your child's contact information to be released to military recruiters. Yes No
- Please answer "yes" or "no" to agree to the Photo Release document: Yes No

\*\*\* I, as legal parent/guardian, hereby state that the information contained on this online enrollment form is accurate to the best of my knowledge. I authorize the school district to share pertinent medical information with school staff, paraprofessionals, coach/volunteers, and emergency personnel and to seek medical assistance for my child in an emergency.

As parent/guardian of this student, we both agree to abide by all of the policies in this online enrollment registration form.

Clear

Date of Signature 03/17/2021

Previous

Cancel Save/Continue

You will be asked to confirm that you have read all of the documents earlier.

Select "Confirm".

Online Registration Application Number: 1113

Required field

Primary Household Parent/Guardian Emergency Contact Other Household Student

Name: Susan Schulte

Warning

You must view all forms for this person before saving.

Confirm

- School Safety and Discipline
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Legal Documentation
- Relationships - Other Household
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications

If the child you just finished registering is in yellow, you are missing information. You may select "Edit/Review" to complete what is missing.

If you have another child(ren) to register, select "Add New Student".

When finished, select "Save/Continue".

First Name	Last Name	Gender	School	Completed	Record Type	
Susan	Schulte	F	Arnett Elementary School		New	<a href="#">Edit/Review</a>

Please include all students that need to be enrolled.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

**Green** - Indicates that person is completed.

[Add New Student](#) [Back](#) [Save/Continue](#)

When you are finished adding children for registration, you need to select "Submit". This will send the information to the schools for enrollment.

Be sure you do not skip this step.

indicates a required item

[Submit](#)

**PLEASE NOTE:** Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

[Back](#)

[Application Summary PDF](#)