



## Online Registration Instructions

Before you begin the online registration process, please read the information below.

### **Information you will need:**

- Household information - address and phone numbers.
- Parent information - work and cell phone numbers, email addresses.
- Student information - demographic and health/medication information.
- Emergency contact - phone numbers.
- Do NOT use a mobile device such as your phone to register.
- The preferred internet browsers are Google Chrome or Mozilla FireFox. If you encounter any errors, please clear your browsing history and click the link in the registration email.

Clear Browsing History for Google Chrome, [click here](#)

Clear Browsing History for Mozilla FireFox, [click here](#)

- Upon starting the online registration application, you will be sent a registration email to the address provided during the introductory registration phase. It is helpful to keep this email throughout the entire registration process. The link in the email will provide you access to your saved application in the event you have to save and return to it later.
- Required fields are marked with a red asterisk (\*). The district will receive the data exactly as it is entered.
- Please be careful of spelling, capitalization, and punctuation.
- Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.
- Follow the instructions throughout the guided process and make sure to click "Submit". This will complete your child/children's online registration. Note your registration number.