

New Student Registration

FOR NEW
FAMILIES



Before You Begin

Only a legal guardian living at the student's primary address can complete registration for the student.

If questions arise, please contact:

- Parkway Elementary School - Michele Bruno, michele.bruno@gdrh.org, (414) 351-7190, ext. 2000
- Glen Hills Middle School - Belle Holloway, belle.holloway@gdrh.org, (414) 351-7160, ext. 2109

You do not have to complete the verification process at one time.

Please write down your **Confirmation Number**. As you complete each section you can save. Once ready to return, click on the Registration link, choose "Return to Saved Registration", enter your confirmation number, and continue where you left off.

Once you submit the application, you cannot edit it or upload documents.

Make sure you have everything correct before clicking the submission button.

Checklist

Please make sure you have this information ready for each student in your household.

- **Household** - current address, phone number
- **Guardians** - address, phone number, email address
- **Emergency Contacts** - addresses, phone numbers
- **Health** - conditions, medications, and immunization record
- **Proof of Residency**
 - **Document 1**
 - Current property tax bill (homeowners); or current lease with leasing agent contact info (long term renters); or month-to-month lease with verification from the leasing agent via letter (month-to-month renters).
 - **Document 2**
 - Current utility bill with parent name and address on it
 - **If the guardian is not the homeowner or leaser, please request the Residency Affidavit Document from the school.**

Residency & Immunization Documentation

If your immunization documents are in digital form, you can upload them and attach them to the application.

Many banks or utility companies offer digital copies, or you can scan or take a photo of these documents with a phone and email it to yourself to get a digital copy.

If you do not upload documents, you must still submit your online registration. Then, contact your school office for further instructions or bring your documents to the school during an Online Registration help desk session.

Starting Your Online Application

1. Click on the Registration link at www.glendale.k12.wi.us/registration-verification. Then click **Start a New Registration**.
2. The welcome screen will ask for YOUR (parent) first name, last name, birthdate, and email to start the application. Click **Begin Registration**. Write down your **Confirmation Number**. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.
3. Type your name into the box and click **Submit**.
4. The next screen contains a list of information needed to complete the registration process. Please verify that you have all the needed information then click **Begin**.
5. Complete every section of the application.

Important

The application has several different sections. Each Section may have multiple tabs to fill out.

- Any field with a red * asterisk *must* be filled in.
- **Please check all information carefully.**
- Make changes to incorrect or incomplete information.
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a sections until you have completed the previous section.
- After each section you will click **Save/Continue**. This will save your progress in you need to lave and come back later.

The Parent/Guardian, Emergency Contact, and Student sections contain a list of names as shown in the picture below. You must click **Edit/Review** for each person to review their information.

First Name	Last Name	Gender	Completed	Record Type	Linked to Campus Name
Taylor	Dassow	F	✓	New	Edit/Review

Please list all primary Parent/Guardian's in this area.

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

✓ - Indicates that person is completed.

Submitting

Once you've gone through all the sections, you will submit the registration. Don't forget you can save the application and return to it later. **You cannot edit an application or upload documents after it has been submitted.**

This is the confirmation screen. Your form has not been submitted until you see this screen. School office staff will review and either approve your application or contact you if they need additional information.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)