

# Updating Proof of Residency Documents



Edits cannot be made once the school has approved the registration form.

1

**Use the same account credentials as used previously. If you do not remember your password, click "Forgot Password" to receive a temporary password via email. Click "Continue Your Work"**



## A Snapcode is Required to Continue

### Enter a Snapcode

To begin **Returning Student Registration**, enter the 15-character snapcode provided by **Florence 1 Schools**.

Snapcode

[Continue](#)

[Snapcode Help](#) [↗](#)

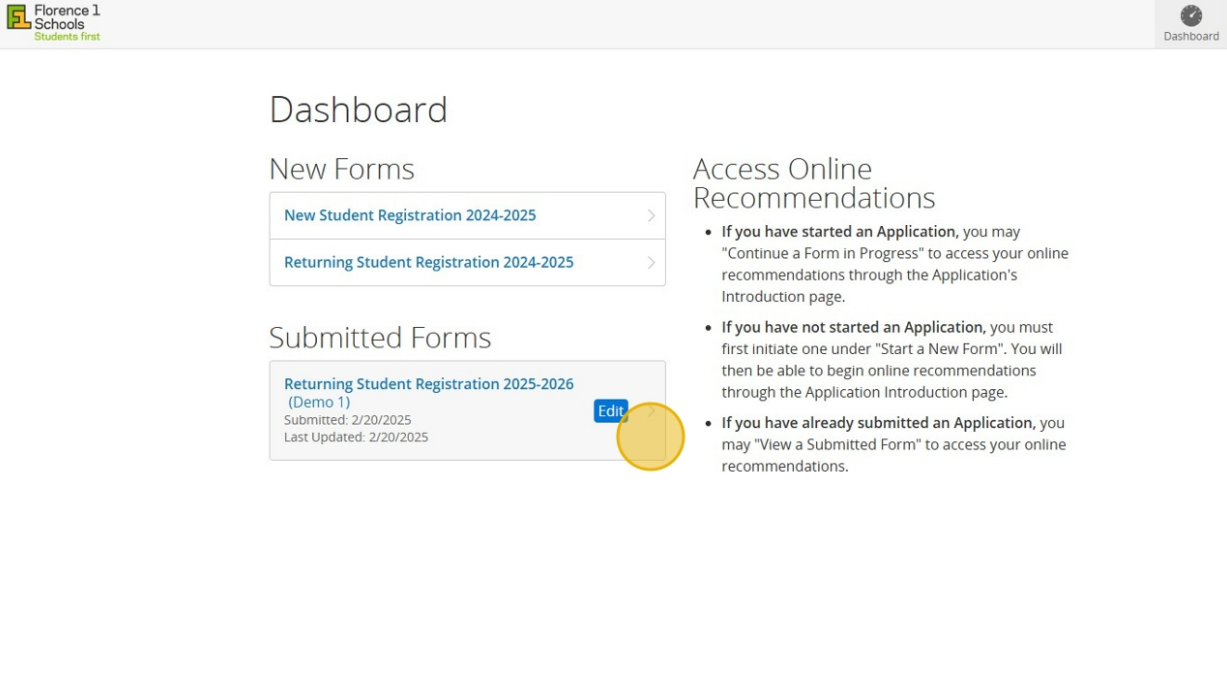
### Already Entered a Snapcode?

If you have already started your student's **Returning Student Registration** for this year, click the link below to sign in and continue your work.

[Continue Your Work](#)



## 2 Click on the submitted form that needs editing.



The screenshot shows the Florence 1 Schools Students first Dashboard. At the top left is the logo and name. At the top right is a 'Dashboard' link. The main content area is divided into three sections: 'New Forms' with links for 'New Student Registration 2024-2025' and 'Returning Student Registration 2024-2025'; 'Submitted Forms' with a card for 'Returning Student Registration 2025-2026 (Demo 1)' that includes an 'Edit' button; and 'Access Online Recommendations' with three bullet points explaining how to access recommendations based on application status. A yellow circle highlights the 'Edit' button in the Submitted Forms section.

**Dashboard**

**New Forms**

- New Student Registration 2024-2025
- Returning Student Registration 2024-2025

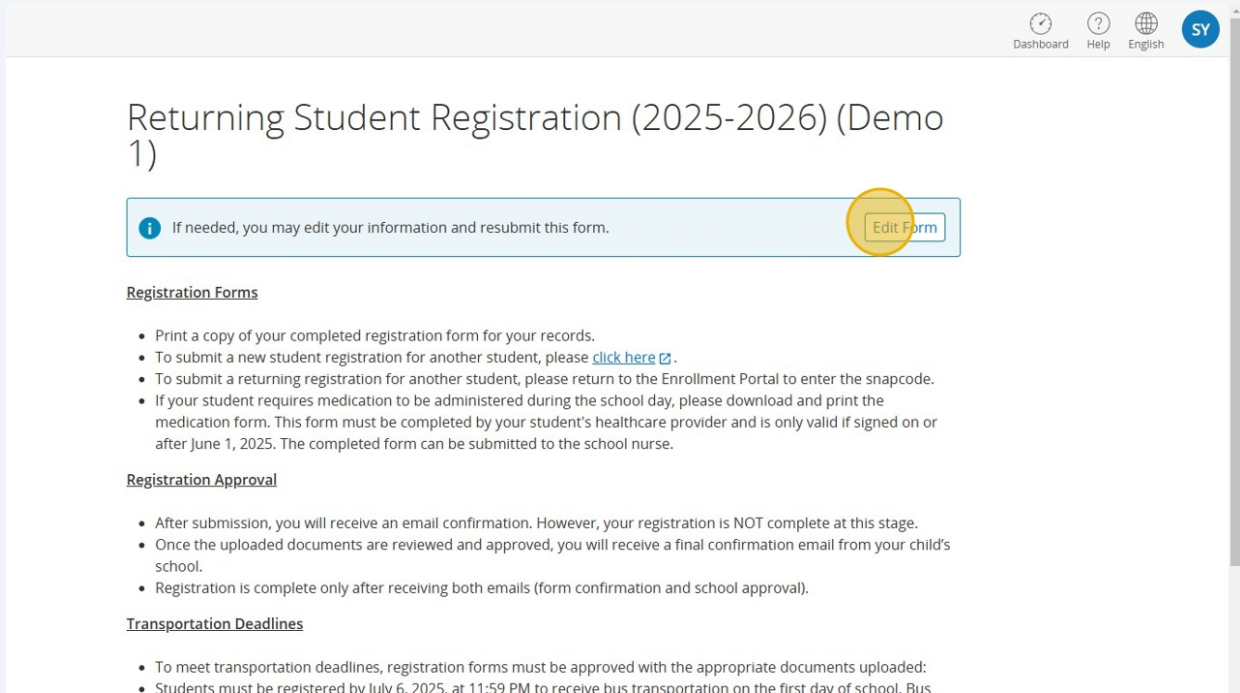
**Submitted Forms**

- Returning Student Registration 2025-2026 (Demo 1)  
Submitted: 2/20/2025  
Last Updated: 2/20/2025 **Edit**

**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.

## 3 Click "Edit Form".



The screenshot shows the 'Returning Student Registration (2025-2026) (Demo 1)' page. At the top right are links for 'Dashboard', 'Help', 'English', and a user profile icon 'SY'. Below the title is a light blue information box with an 'i' icon and the text 'If needed, you may edit your information and resubmit this form.', followed by an 'Edit Form' button highlighted with a yellow circle. The page contains three sections: 'Registration Forms' with four bullet points, 'Registration Approval' with three bullet points, and 'Transportation Deadlines' with two bullet points.

**Returning Student Registration (2025-2026) (Demo 1)**

If needed, you may edit your information and resubmit this form. **Edit Form**

**Registration Forms**

- Print a copy of your completed registration form for your records.
- To submit a new student registration for another student, please [click here](#).
- To submit a returning registration for another student, please return to the Enrollment Portal to enter the snapcode.
- If your student requires medication to be administered during the school day, please download and print the medication form. This form must be completed by your student's healthcare provider and is only valid if signed on or after June 1, 2025. The completed form can be submitted to the school nurse.

**Registration Approval**

- After submission, you will receive an email confirmation. However, your registration is NOT complete at this stage.
- Once the uploaded documents are reviewed and approved, you will receive a final confirmation email from your child's school.
- Registration is complete only after receiving both emails (form confirmation and school approval).

**Transportation Deadlines**

- To meet transportation deadlines, registration forms must be approved with the appropriate documents uploaded:
- Students must be registered by Jul 6, 2025, at 11:59 PM to receive bus transportation on the first day of school. Bus



#### 4 Click "Proof of Residency" section.

The screenshot shows the 'Student Information' form for Florence 1 Schools. The left sidebar lists various sections, with 'Proof of Residency' highlighted in blue and circled in yellow. The main content area is titled 'Student Information' and includes a note: 'Note: To change a student's name, you must present legal documentation to the main office of your student's school.' Below this note is a checkbox labeled 'Check here if student's name is misspelled. Make changes below.' The form fields are: 'Legal First Name' (Demo 1), 'Legal Middle Name' (empty), 'Legal Last Name' (Johnson), 'Suffix' (dropdown menu showing '- Select -'), 'Legal Gender' (Female), and 'Date of Birth' (mm/dd/yyyy, 08/09/2016).

#### 5 After uploading the corrected documents, click "Summary". Then, click "Submit".

The screenshot shows the 'Student Information' form for Florence 1 Schools, specifically the 'Proof of Residency' section. The left sidebar lists various sections, with 'Proof of Residency' highlighted in blue and circled in yellow. The main content area is titled 'Document 2' and includes a note: 'Upload Proof of Residency Document 2 below. (required)'. Below this note is a text input field containing 'urgent.jpg' and an 'Upload...' button. The section is titled 'Document 3' and includes a note: 'Please upload one (1) of the following acceptable documents as proof of residency:'. Below this note is a list of acceptable documents: 'Current vehicle registration', 'House property tax notice (showing Homestead Exemption)', 'Mortgage statement within last 30 days or a copy of deed', 'Lease/Rental agreement listing all occupants', 'Section 8 agreement listing all occupants', 'Medicaid paperwork', and 'Current year tax forms filed with IRS'. Below the list is a text input field containing 'required.jpg' and an 'Upload...' button. The section is titled 'Approval from the Office of Attendance & Zoning' and includes a note: 'Please upload current transfer approval letter.' Below this note is a text input field containing 'Upload...' and an 'Upload...' button. At the bottom of the form is a section titled 'Admin Document Override Code:' with the text '\*\*\*For Administrative Use ONLY\*\*\*'.

