

STEP-BY-STEP PRE-REGISTRATION

GO TO: <https://st.edutech.org/Letchworth/onlinepreregistration>

First time select **New User**

If you are returning to edit a session you previously started, select **Returning User**.

Select **Continue**.



- New User
- Returning User

Click Continue to start a new session and enter children, contacts, and addresses from scratch.

Continue

Welcome to Letchwor

Download the Step-by-S

Important to know

STEP ONE: You will need to complete CONTINUE button to the left. You must registration process.

STEP TWO: Parent should contact the Mrs. Latl

ENTER STUDENT INFORMATION

Select the number of children you are registering including pre-school children.

Enter information for each child.

Enter the year of birth as a 4 digit year (00/00/0000).

Any fields with an * are required fields.

Previous Step < Cancel

Pre-Register Children

Next Step Contacts >

Use this screen to enter information about your children.
• Fields with * are required.
• When complete, click on the "Contacts >" button to continue.

[Click Here to Add Another Child](#)

Child 1

First Name: Marcia* Is Hispanic:

Middle Name: Race: White*

Last Name: Brady* Primary Language: English*

Child's Email Address:

Child's Cell Phone #:

Gender: Female*

Date of Birth: 5/31/2011*

[Click Here to Remove this Child](#)

Child 2

First Name: Greg* Is Hispanic:

Middle Name: Race: White*

Last Name: Brady* Primary Language: English*

Child's Email Address:

Child's Cell Phone #:

Gender: Male*

Date of Birth: 7/9/2010*

Next Step select **Contacts>**

ENTER CONTACT INFORMATION

Select the number of contacts you will be adding.

Previous Step < Children

Pre-Register Contacts

Use this screen to enter information about adults that will be on the contact lists of the previously entered session.
How many contacts would you like to register today? Select One

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Previous Step: < Children Pre-Register Contacts Next Step: Relationship

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.

- Fields with * are required.
- When complete, click on the "Relationships >" button to continue.

[Click Here to Add Another Contact](#)

Contact 1

Salutation: Select One Email Address: cbrady@gmail.com

First Name: Carol* Cell Phone #: 555-867-5309

Middle Name: Work Phone #:

Last Name: Brady* Work Phone # Ext:

Gender: Female* Work Phone # Is Listed:

[Click Here to Remove this Contact](#)

Contact 2

Salutation: Select One Email Address: mbrady@gmail.com

First Name: Mike* Cell Phone #: 555-606-0842

Middle Name: Work Phone #: 555-333-1212

Last Name: Brady* Work Phone # Ext: 732

Gender: Male* Work Phone # Is Listed:

[Click Here to Remove this Contact](#)

Enter information about each adult

Next Step click Relationships>

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Previous Step: < Contacts Relationships Next Step: Addresses >

Use this screen to enter information that describes how each contact is related to each child.

- Children are assumed to live with their primary contact.
- Contacts must have a relationship to the child if they are a primary contact, receive mail or have pickup rights.
- Fields with * are required.
- When complete, click on the "Addresses >" button to continue.

Marcia Brady's primary contact is Carol Brady* Carol Brady is his/her Mother Receives Mail
 Can Pickup Child

Mike Brady is his/her Father Receives Mail
 Can Pickup Child

Greg Brady's primary contact is Mike Brady* Carol Brady is his/her Mother Receives Mail
 Can Pickup Child

Mike Brady is his/her Father Receives Mail
 Can Pickup Child

ENTER RELATIONSHIPS

Select the Primary Contact

Select the Student's relationship to the contact.

Check/Uncheck for Mail and Pickup.

Repeat for each child.

Next Step click Addresses>

ENTER ADDRESS INFORMATION

Enter an address for each contact if they **do not** live together.

OR

If the contacts live together, enter address information for the first contact, click on **Same address as another contact** and then select the contact.

Next Step click **Additional Info>**

Previous Step < Relationships

Residence Addresses

Next Step Additional Info >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

Carol Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 11222* Street: Dilling Street* Unit #:

Line 2:

City: Gainesville* State: NY* Zip Code: 14066*

Home Phone #: Is Listed:

Mike Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 200* Street: Elm Avenue* Unit #:

Line 2:

City: Warsaw* State: NY* Zip Code: 14569*

Home Phone #: Is Listed:

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Previous Step < Relationships

Residence Addresses

Next Step Additional Info >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

Carol Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 11222* Street: Dilling Street* Unit #:

Line 2:

City: Gainesville* State: NY* Zip Code: 14066*

Home Phone #: Is Listed:

Mike Brady

Same address as another contact Carol Brady ▾*

Enter a new address and home phone number

Enter a new home phone number only

ADDITIONAL INFO

Select **Required Pre-registration Information** box. (Do this for each child.)

Complete all information if applicable.

Next Step click **Contact Info>**

Previous Step

< Address

Additional Info

Use this screen to enter additional information requested by the district.

- Fields with * are required.
- When complete, click on the "Contact Info >" button to continue.

Additional Information for Marcia Brady

Required Pre-registration Information

Required Pre-registration Information

IEP or Extra Needs?:

NO ▾ *

Medicaid Eligible?:

NO ▾ *

CIN#:

Is the child or family claiming immigrant status?:

NO ▾ *

If YES, what language is the primary language spoken in the home, spoken to the children, the children understand or write?:

Are there custody papers we need to have on file?:

NO ▾ *

If YES, please bring copies with you when you come to school to officially enroll the student.:

Residency Questionnaire: This will help determine what services you or your child may be able to receive under who are protected under the Act are entitled to immediate enrollment in school even if they don't have the documents of residency, school records, immunization records, or birth certificate. Students who are protected under the Act transportation and other services.

Is the student in permanent housing:

NO ▾ *

If NO, where is the student living?:

Select one from the list ▾ *

FINISH AND SAVE

Complete the required fields, either an email address or phone number, and click **Save>**

The screenshot shows the 'Your Contact Info' step of a registration process. At the top left is the 'schooltool.' logo. Below it, there are two tabs: 'Previous Step' (containing '< Other Info') and 'Your Contact Info'. A red asterisk indicates required fields. The text reads: 'Your session key is 542766. Please choose a password for your session (must be a minimum of 6 characters with 1 key and password. You will need them if you want to return and edit your session later.' There are two password input fields: 'Password:' and 'Re-Type Password:'. Below these are four input fields: 'Your First Name:' (filled with 'Carol'), 'Your Last Name:' (filled with 'Brady'), 'Your Email Address:', and 'Your Phone Number:'. A note says: 'Please enter your first name, last name, and a phone number or email address that the registrar can use to contact information you entered during this session.' At the bottom, there is a text area for additional information with the prompt: 'You may enter any additional information you would like the registrar to know in the space below.'

You will receive confirmation that you information has been saved.

The screenshot shows the 'Session Saved' confirmation screen. At the top left is the 'schooltool.' logo. At the top right, the text 'schooltool.' is repeated. Below the logo, there are two tabs: 'Session Saved' and 'Final Step' (containing 'Exit >'). The text reads: 'You session was successfully saved!' and 'Your session key is 542766. Write down both your session key and password. You will need them if you want to return and edit your session later.' Below this is a 'Print' button and the text: 'You may print a hard copy of your session by clicking the Print button below.'