Dade County School System
Guidelines for Online Registration (OLR)

1. Go to the Dade County Schools website: www.dadecountyschools.org

2. Click on the "Families" tab located at the top of the page, next to "DC Connect".

3. Once there you will see the school calendar and to the left of that you will see a list of other helpful links for families. Click on the one that says "Registration". That will take you to a page that has a list of information for registration.

4. Below registration there are two links. Click on the one that states "Click here to begin the registration process for new enrollments."

5. Choose the school year you are registering for and click "Next".

6. Complete the information on this page to begin the registration process. Be sure to enter a good, working email. Click "Begin Registration", you will receive an email from icmessenger. Sometimes the email will go to the Spam folder. Open the email on the device you will be using to complete the application. Follow the directions on the email to complete and submit the Registration Application.

7. After submitting the registration application you will receive an email from icmessenger stating that the application has been submitted. When the application has been approved by the Superintendent's office you will receive another email with the updated status of the application listing any documents that need to be turned in to complete the registration process.

Helpful Hints

- OLR can be completed on a desktop/laptop, iPad or Cell Phone. It has been reported that it is easier to do the OLR on a desktop/laptop. If you do not have a desktop/laptop there is a Kiosk at the Board of Education for parents/guardians to use for registration.
- All fields with a red asterisk (*) are required.
- When information is complete on a page click "Next" at the bottom. The last page of each section does not have a "Next" button. On those pages click "Save and Continue".
- If you get a "size error" message when uploading documents to the application, resize and resave the image. Then try to upload. If the document still does not upload continue without uploading. The document can be emailed to registration@dadecs.org with the student's full name in the subject line.
- Before signing off on the agreement page you must click on the link to view the Bus Conduct/Safety Procedure, Compulsory Attendance Notification and Damaged Chromebook Procedure. If you do not view these three documents the program will not allow you to continue.
- You do not have to upload anything to the "Affidavit of Residency" tab if you have a lease agreement. It is only required for families that do not have a lease agreement and/or live with another family member/friend. The Registrar at the front desk can give you a Property Owner's

Affidavit to have the property owner to complete and return or you can download/print it from the Dade County School's registration page.