Online Pre-Registration Instructions

1. Click on the dropdown on the screen to select the number of children being registered.

How many children are you registering today? Select One ▾

2. A form similar to the one below will come up with child information boxes corresponding to the number of children you specified in step 1.

3. Click in the first name field and enter your child's first name. Either click in the next field or press the tab key on the keyboard.

   Note: You must fill in all the items with an * following them. Also click on check box if applicable.

   Date of Birth: Must be put in using format: mm/dd/yyyy (example 3/7/1997)

4. Once you have filled in a "Child Box" for each of your children, click on the "Contacts" button under Next Step at the top of the screen.

5. Click on the dropdown on the screen to select the total number of people you would like listed as contacts in case the school needs to get in touch with someone. Include parents and guardians as well as all emergency contacts you would like to have listed.

6. Once you have selected the number of contacts, "Contact boxes" will appear similar to the Child boxes you previously filled out. Using the same rules that you used with the Child Boxes, fill out each contact box.

7. When you have filled out a "Contact box" for each of the contacts you indicated, click on the "Relationships" button at the top of the screen under Next Step.

8. Click drop down to select who is the primary contact.

Note: Click the check boxes that apply.

9. When all relationships have been identified and you've clicked on the appropriate check boxes, click on the "Addresses" button at the top of the screen under Next Step.

10. Enter the address and phone number for the first contact.

11. If the address for one contact is the same as another, indicate that by clicking in the circle next to that option. You choose which contact has the same address.

12. Once you have filled out the address and/or phone number for each of your contacts, click on the "Contact Info" button under Next Step.

13. Create a password which along with the session key will allow you to access the pre-registration information you just inputted to make changes if necessary.
    Note: you can only make changes until you have met with the registrar since the session is removed once it is imported into our system. Include your name and either an email address or phone number. If you include an email address and you will receive an email which will list your session key.

14. Click on the "Save" button under Next Step.

15. You can click on the "Print" button to print a copy of the information you entered if a printer is available.

16. Click on the "Exit" button to go back to the initial district registration page and print off the other documents necessary for your meeting with the registrar.