

# Online Enrollment/Registration

## What parents will need

- Proof of residency for new families enrolling
- Signup for Parent Portal
- Computer, laptop, or tablet (not practical to complete with a phone)
- Chromebooks will be made available in the buildings for parents without internet service available at their home.

## How it works

For a new enrollment to the district:

- Families can go to any school in the district to enroll and can enroll all students at one location.
- Parents provide their proof of residency and sign up for parent portal with an email address.
- School secretaries and registrars complete a “quick enrollment” and then families follow the same process for returning students.

For returning students and students whose parents/guardians have completed the “quick enrollment”:

1. Parent will log into Parent Portal as they usually do



### Hazelwood School District

|  |               |   |
|--|---------------|---|
| Staff  | <b>Parent</b> | Student                                   |
| User Name:<br><input type="text"/>           |               |   |
| Password:<br><input type="password"/>        |               |   |
| <a href="#">Forgot your parent password?</a> |               | <input checked="" type="checkbox"/> Login |

#### Did You Know...?

When logging on as a parent be sure to click the "Parents" tab first (the tab should be light grey), then enter your User Name and Password.

2. From the home page of the parent portal, there will be a notification box for Online Registration

The screenshot shows the Tyler SIS parent portal interface. At the top, there is a dark blue navigation bar with icons for Back, Home, Menu, and Student. The Tyler SIS logo is centered in the bar. On the right side of the bar, there are icons for Year and John Test-Famil.

Below the navigation bar, the user's profile is displayed: Carl Test-Family, Grade KG - Barrington Elementary School, and a yellow notification: **Withdrawn as of 11/07/17**. On the right, it says Student Academic Year - Aug 15, ;

The main content area consists of a grid of tiles:

- Academic History (folder icon)
- Announcements (megaphone icon)
- Assignments (books icon)
- Attendance (checkmark in box icon)
- Calendar (Monday, April 23; Tuesday, April 24)
- Course Schedule (calendar icon)
- Discipline (gavel icon)
- Documents (printer icon)
- Grades (A+ icon)
- Fees & Billing (dollar sign icon)
- Notification Preferences (warning triangle icon)
- Send Email (envelope icon)
- Student Details (person icon)
- Online Registration **Must Be Completed** (red tile with a blue arrow pointing to it)

At the bottom left, there is a 'Select Tiles' button with a grid icon.

3. Parents will get a menu of forms that need to be completed. These are separated by family forms and student forms. The student forms that will appear will be based on the student’s grade level. For example, some forms may be just for kindergarten students while some forms are used only for high school students.

Click "Edit" on the first form to begin the Registration process

| Actions                              | Form                          | Status     |
|--------------------------------------|-------------------------------|------------|
| <b>Household of John Test-Family</b> |                               |            |
| <a href="#">Edit</a>                 | Household Parents (System)    | Incomplete |
| <a href="#">Edit</a>                 | Household Addresses (System)  | Incomplete |
| <a href="#">Edit</a>                 | Student Information (System)  | Incomplete |
| <a href="#">Edit</a>                 | Emergency Contacts (System)   | Incomplete |
| <a href="#">Edit</a>                 | Non-resident Parents (System) | Incomplete |
| <b>Barb Test-Family</b>              |                               |            |
| <a href="#">Edit</a>                 | Emergency Procedure           | Incomplete |
| <b>Frank Test-Family</b>             |                               |            |
| <a href="#">Edit</a>                 | Emergency Procedure           | Incomplete |

4. The parent confirms the information or changes where needed. They will then click the box next to “I have completed...” then the NEXT button in the bottom toolbar to move to the next document.

The people on this form are parents or legal guardians living in this household. Other parents not in this household should be on the Non-resident Parents form.

If changes need to be made to information shown on this form which is not editable, please contact the district.

**Household Parents**

| More | First Name * | Middle Name | Last Name *                                   |
|------|--------------|-------------|---|
| -    | John         |             | Test-Family                                   |
|      | Phone - Work |             | Email Address sjackson3@hazelwoodschoools.org |
|      | Phone - Cell |             | Email Address - Work                          |
|      |              |             | Employer                                      |
| -    | Jane         |             | Test-Family                                   |
|      | Phone - Work |             | Email Address ybruce@hazelwoodschoools.org    |
|      | Phone - Cell |             | Email Address - Work                          |
|      |              |             | Employer                                      |




I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Expand All Collapse All Previous Return to List Next Form 1 of 7

5. The parent will continue working through documents until all are completed. Speaking with parents in other districts, the approximate time to complete all forms is 10-15 minutes.

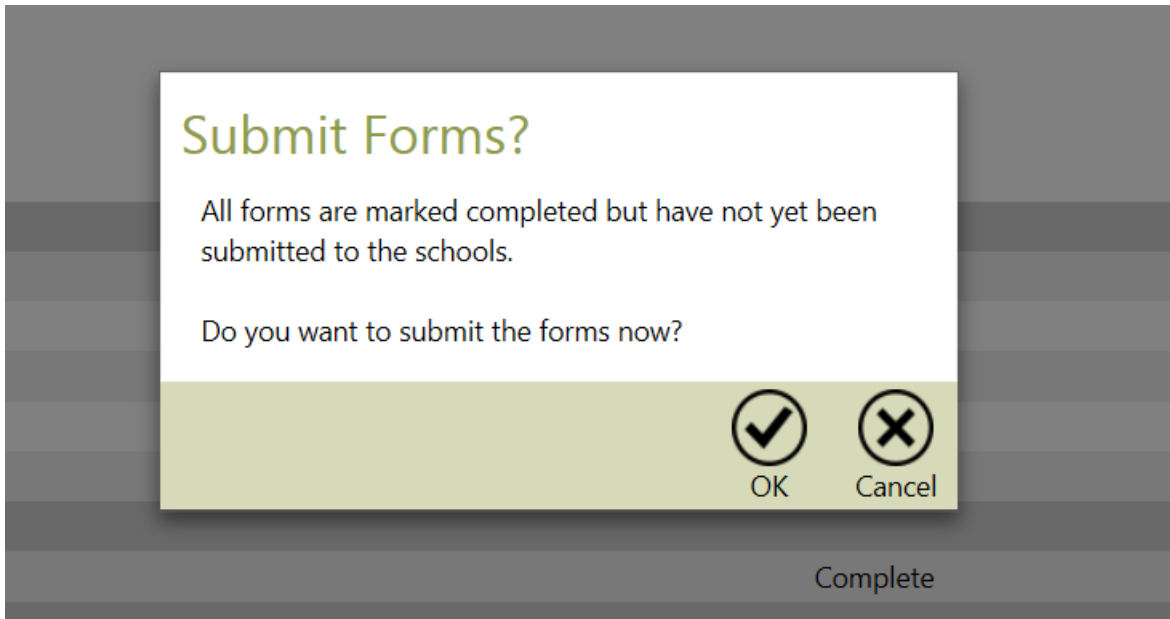
| Household Addresses      |                                  |
|--------------------------|----------------------------------|
| <b>Primary Residence</b> | <b>Preferred Mailing Address</b> |
| House #                  | Address Line 1                   |
| Direction                | Address Line 2                   |
| Street *                 | Address Line 3                   |
| Street Type *            | City                             |
| Apt/Lot                  | State                            |
| City *                   | ZIP Code                         |
| State *                  |                                  |
| ZIP Code                 |                                  |
| Home Phone 1             |                                  |
| Home Phone 2             |                                  |
| Language Spoken at Home  |                                  |

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Form 2 of 7

6. When parent has completed all forms, a pop-up box will appear asking if they want to submit the forms. By clicking OK, registration is complete and information is posted in the Student Information System.



7. Parent will receive a confirmation email stating that they have successfully submitted registration forms for the school year.