



Matt Phillips, Ed.S.
Assistant Superintendent
Student Services

Memorandum

To: Dr. Nettie Collins-Hart, Superintendent
From: Matt Phillips, Assistant Superintendent
Date: May 1, 2018
Subject: *Online Enrollment and Registration Information*

Here is an update of the online enrollment and registration process that will be in effect for the 2018-2019 school year.

The online enrollment and registration process requires that parents have access to Parent Portal. Starting in February 2018, the District has been encouraging parents/guardians to sign up for the Parent Portal through communication from our schools and our media outlets. We currently have 11,407 of our families on Parent Portal with 2,002 with email addresses on file that need to sign up to get access to Parent Portal and 1,562 that need to provide an email address.

The technology department is currently uploading all of our forms to the online enrollment and registration system. Once they are uploaded, they will be vetted for possible technical errors so that once the process goes live, we will have worked out any technical difficulties.

The Enrollment and Registration Department is setting up Professional Development the first week of June for all clerical staff who enroll or are back-ups to the staff that enroll and register students so that they are trained and prepared for the transition.

Enrollment for new students in the district will begin July 2, 2018. Families may begin enrollment at middle and high schools at that time. Families may begin enrolling at the elementary schools once secretaries and principals return on July 16, 2018. With online enrollment, families can enroll all of their students in one location and not have to visit all sites to prove residency.

Families with special circumstances (Families in Transition, Families needing affidavits, foster families) will still need to come to the Learning Center to enroll students. The Residency and Enrollment Staff will provide the necessary guidance and help to get students in these families enrolled. Once enrolled, they will still follow the same procedure as other families to register online.

Attached to this Memo is the process that families will use to enroll and register their children with our new online registration and enrollment process for 2018 – 2019.