



2010-11 Online Registration/Enrollment How-To Document

Welcome to Online Registration/Enrollment. This document was created in hopes of addressing the questions you are likely to have while working your way through the enrollment steps.

Things to Know Before Starting

- Online Registration can be completed in Family Access by either guardian in Family 1.
- You can stop the Online Registration process at any time and start again.
- We suggest that you read ALL information provided in the link in Step 1 **before** responding to the questions in Step 2.



Acrobat Reader must be installed on your computer in order to open the PDF documents. This is a free download available at <http://get.adobe.com/reader>.

- Verify the accuracy of the email address associated with your Family Access account.
- If you don't know the login information for your Family Access account, click the '**Forgot your login or password?**' link on the Family Access login page. Enter your email address and click **Submit**. If the school has a matching email address on file, the username and password will be emailed to that address.

If the school does not have an email address for the primary guardian on file, call the school office with that information and they will set up your account.

- Set the internet browser to allow pop-ups.

Getting Started

- Go to www.usd232.org/enrollment, click the Online Enrollment link, and log into your Family Access account.
- In Family Access, click the **Start Registration** button. If you have more than one child in the district, complete the registration process for each child. To select a different child, use the drop down menu next to the child's name.



- Check the corresponding checkbox after completing each step to activate the next step.

Step 1 – Documents to Read

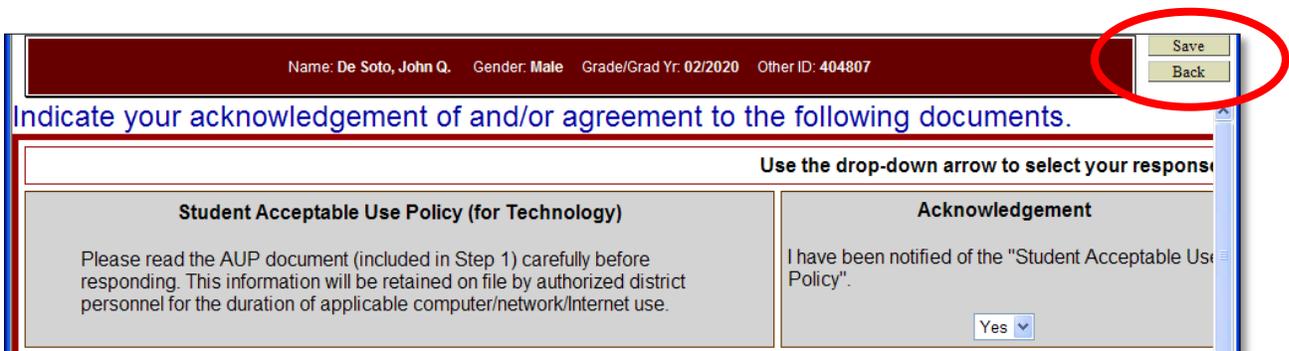
The link in Step 1 connects to the documents regarding enrolling your child for the 2010-11 school year. We suggest that you review all documents applicable to your student now and read them before going on to Step 2.

When you have completed Step 1, click the **'I have completed Step 1'** checkbox.

Step 2 – Authorization and Acknowledgements

Begin this step after reading the documents in Step 1 as you will be asked to acknowledge receipt of two of the documents found in Step 1. You will also be asked to accept or decline student insurance. Information regarding premiums can be found on the "Accident Insurance" form in Step 1. If you choose to accept coverage, an insurance brochure and enrollment form will be mailed to you in August.

After selecting a response in each section, enter your name and the date, then click **Save**. **This form must be completed and saved before you complete the Online Registration process.**

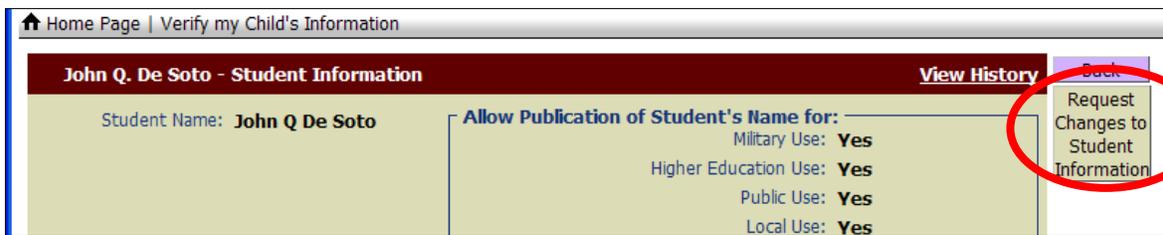


Step 3 – Changes to Student and Health Information

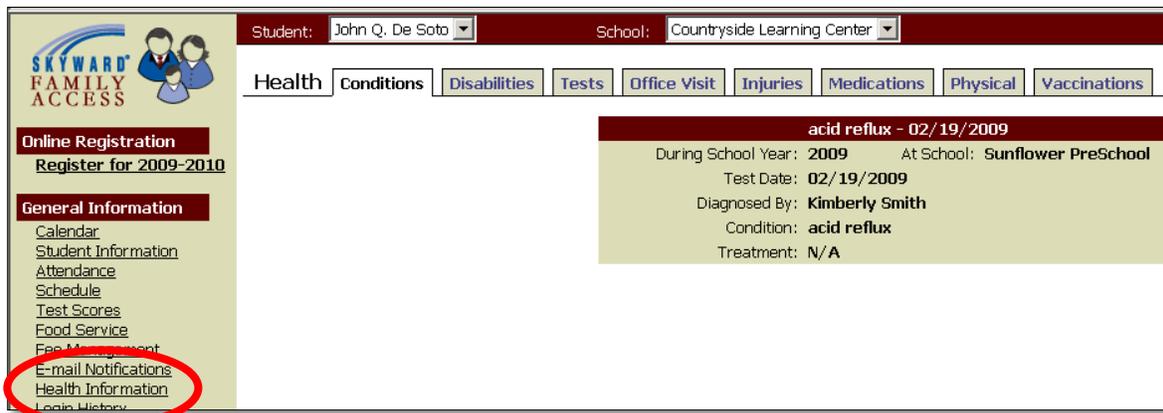
Two areas of information are addressed in Step 3 – Media/Directory Permission and Health Information. If you have no changes to make in either area; you must click the button to open Step 3, click the **Back** button, then check the **'I have completed Step 3'** checkbox.

1-Media/Directory Permission: The Family Educational Rights and Privacy Act (FERPA) allows school districts to release directory information and/or your child's photo to the media and others unless you request that information not be released.

Your previous responses to these questions have been stored in the district's student database. Use the link in this step to view your previous choices and make changes if necessary. The information in the "Family Educational Rights and Privacy Act (FERPA)" document (link to form in Step 1) will be helpful in making your choices. If changes are necessary, click the **Request Changes to Student Information** button. Make selections and click **Save**.



2-Health Information: Each year the district asks parents to update medical information on file for their child. The information currently stored for your child may be viewed in Family Access. If you have already started the Online Registration process, minimize or close the registration window and go to the Health Information link as shown below. Click the various tabs to view the information under each tab.



If there are any additions, corrections and/or changes to your child's health information, return to the Online Registration screen and click the **Request Changes to Health Information** button.

NOTE: Each of the fields will be blank unless you entered health notes last year. The information shown here is strictly information entered by the guardian. Other health information stored in the database does not show up on this screen.

Enter the new information in any of the sections under Health Information and click **Save** when finished. A school nurse will review the information you have entered and use it to update your child's health records.

Step 4 – Health Permissions

Each year parents must indicate the following:

- Over-the-Counter (OTC) medications that school personnel may administer to their child during the school day
- Release of liability for school personnel
- Permission for school personnel to obtain emergency care for their child

After selecting a response in each section, enter your name and the date, then click **Save**. **This form must be completed and saved before you complete the Online Registration process.**

Step 5 –Bus Transportation

- If your child will be a new bus rider next year, click the **Bus Transportation** button to access the Fareride Enrollment form. **The form and fees should be mailed directly to First Student (address on form).** Check the 'I have completed Step 5' checkbox.
- If your child was a bus rider this year and you received a bus enrollment form with your enrollment packet, complete the form and **mail it with transportation fees to First Student.** Although you do not need the attached document that is included in this step, you must click the **Bus Transportation** button and close the form that opens in order to check the 'I have completed Step 5' checkbox.
- If your child will not ride the bus, click the **Bus Transportation** button. Close the form that opens, then check the 'I have completed Step 5' checkbox.

Final Step

Click the **Complete Registration** button to finish the enrollment process.

The next screen will also have a Complete Online Registration button. After reviewing the information, click the **Complete Online Registration** button.

Home Page | Complete Online Registration

Complete Online Registration

By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for John Q. De Soto ?

Review Online Registration Steps

Step 1)	Documents to Read	Completed on 02/26/2010 at 10:53 AM
Step 2)	Authorization and Acknowledgements	Completed on 02/26/2010 at 10:58 AM
Step 3)	Changes to Student and Health Information	Completed on 02/26/2010 at 12:27 PM
<i>No Requested Changes exist for Step 3.</i>		
Step 4)	Health Permissions	Completed on 02/26/2010 at 12:27 PM
Step 5)	Print Bus Transportation Form	Completed on 02/26/2010 at 12:27 PM

Complete Online Registration
Return to Online Registration without Completing
Print

If changes are required after completing the process, you can re-open the Online Registration process as long as the enrollment period is open by clicking the **Register for 2010-2011** link in Family Access.