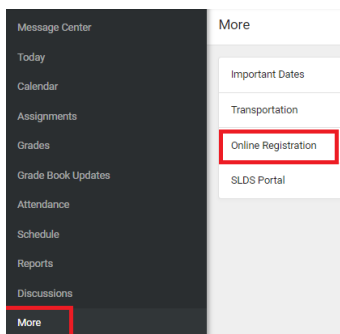


**TO BE COMPLETED BY A CUSTODIAL PARENT/GUARDIAN.**

**THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT OR GUARDIAN. Enrollment must be verified by the school before officially being enrolled**

Students who are moving and will now attend a different FCS school or guardians who just want to update any demographic household information such as phone, address, contact, or priority pick up, can now make these changes through the Parent Portal.

1. Log into Parent Portal
2. Choose MORE
3. Select Online Registration



4. Click EXISTING Student or NEW Student

< More | Online Registration

NAME	STATUS	ACTION
Current Year 2021-22 New Student Registration	NOT STARTED	Start
Current Year 2021-22 Existing Student Registration	NOT STARTED	Start
Next Year 2022-23 New Student Registration	NOT STARTED	Start
Next Year 2022-23 Existing Student Registration	NOT STARTED	Start

**Current Year Existing:** Within FCS building transfer, adding a new student to the existing household or updating address or contact information for the **current** school year.

**Current Year New:** Student NEVER enrolled in FCS school new to household for the **current** school year.

**Next Year Existing:** Within FCS building transfer, adding a new student to the existing household or updating address or contact information for the **next** school year.

**Next Year New:** Student NEVER enrolled in FCS school new to household for the **next** school year.

5. Select Start

6. Select your preferred language and start the registration process.
7. Complete the information in each tab. Any incomplete information will show up in red.

All required questions have a **red asterisk (\*)**



8. As you complete the process, any field highlighted in **yellow** means the highlighted person is missing required information. Click Edit/Review to review and update.



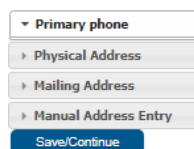
### 9. Student(s) Primary Household Tab

Review and edit the information in all four (4) sections.

Click **Next** to move to next section

#### Primary phone

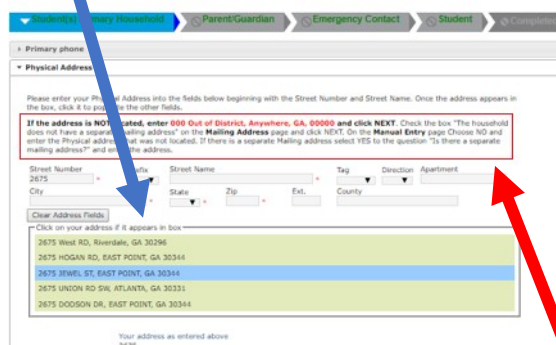
Enter any changes to the PRIMARY phone for the household.



#### Physical Address

For change of address, check the box: **Click here to update the address for the household** and then enter the new address. Enter the date the change goes into effect.

As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address.



If address is not listed, follow instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press SAVE/CONTINUE

### 10. Parent Guardian Tab

Complete the information for all parent(s)/guardian(s). All information with a red asterisk (\*) is required. Add or edit all parents and guardians for the student. This includes if the student does or does not live with the guardian. Confirm information entered is correct.

- ▶ Primary phone
- ▶ Physical Address
- ▶ Mailing Address
- ▼ Manual Address Entry

Confirm all Parent(s)/Guardian(s) are listed, no longer highlighted and marked completed.

Click SAVE/CONTINUE

**Parent/Guardian**

First Name	Last Name	Gender	Completed	Record Type	
Fl...	R...	M	✓	Existing	<a href="#">Edit/Review</a>
S...	W...	F	✓	Existing	<a href="#">Edit/Review</a>

Please list all primary Parent/Guardians in this area.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.  
 ✓ - Indicates that person is completed.

[Add New Parent/Guardian](#)  
[Back](#) [Save/Continue](#)

### 11. Emergency Contacts

Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student being reviewed if parent/guardian us not available. **Please list in the order of priority.** Up to 4 emergency contacts may be listed. As you review each contact, you can remove a contact by selecting the box: **This person is no longer an Emergency Contact for any students in this family.** Save and Continue.

- ✓ Student(s) Primary Household
- ✓ Parent/Guardian
- ▶ **Emergency Contact**
- ✓ Student
- ⏪ Completed

**Emergency Contact**

First Name	Last Name	Gender	Completed	
Sally	Smith	F	✓	<a href="#">Edit/Review</a>

Please enter emergency contact information.

**Please note:** If the school is unable to reach a parent/guardian in the event of AN EMERGENCY, emergency contacts will be called in order of priority. Proper identification will be required before a student is released to emergency contacts.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.  
 ✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 4

[Add New Emergency Contact](#)

**12. Student** - Please enter the information for each student. If entering a new student, click add and complete each tab. If /+editing a student click edit. Review each field for changes in demographics, (grade), attendance zone, relationships (contacts) and health changes on the tab for the student. You can enter all your students within the same Online Registration process. Select NEXT to move between sections. Verify that each student is completed.

- ✓ Student(s) Primary Household
- ✓ Parent/Guardian
- ✓ Emergency Contact
- ▶ **Student**
- ⏪ Completed

First Name	Last Name	Gender	School	Completed	Record Type	
		F	Bear Creek Middle School	✓	Existing	<a href="#">Edit/Review</a>

**Student**

First Name	Last Name	Gender	Completed

Please include all students that need to be enrolled.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.  
 ✓ - Indicates that person is completed.

[Add New Student](#)

**Student Name:**

- ▼ Demographics
  - ▶ Race/Ethnicity
  - ▶ Educational History
  - ▶ Home Language Survey
  - ▶ Relationships - Parent/Guardians
  - ▶ Relationships - Emergency Contacts
  - ▶ Health Services - Emergency Information
  - ▶ Health Services - Health Conditions or Medications
  - ▶ Signature/Disclaimer

[Cancel](#) [Save/Continue](#)

Review each section carefully. All required questions have a red asterisk (\*). Affirm the information is correct and submit the application.

For transfer students, after submitting, go to the new school with proof of new address to complete registration process.

For new students, after submitting, parent must visit the attending school with all documentation to complete the registration process.