Parent/Guardian Information

Last Modified on 08/21/2026 2:32 pm CDT

This documentation applies to both versions of Online Registration, with limited functionality for the non-Prime version.

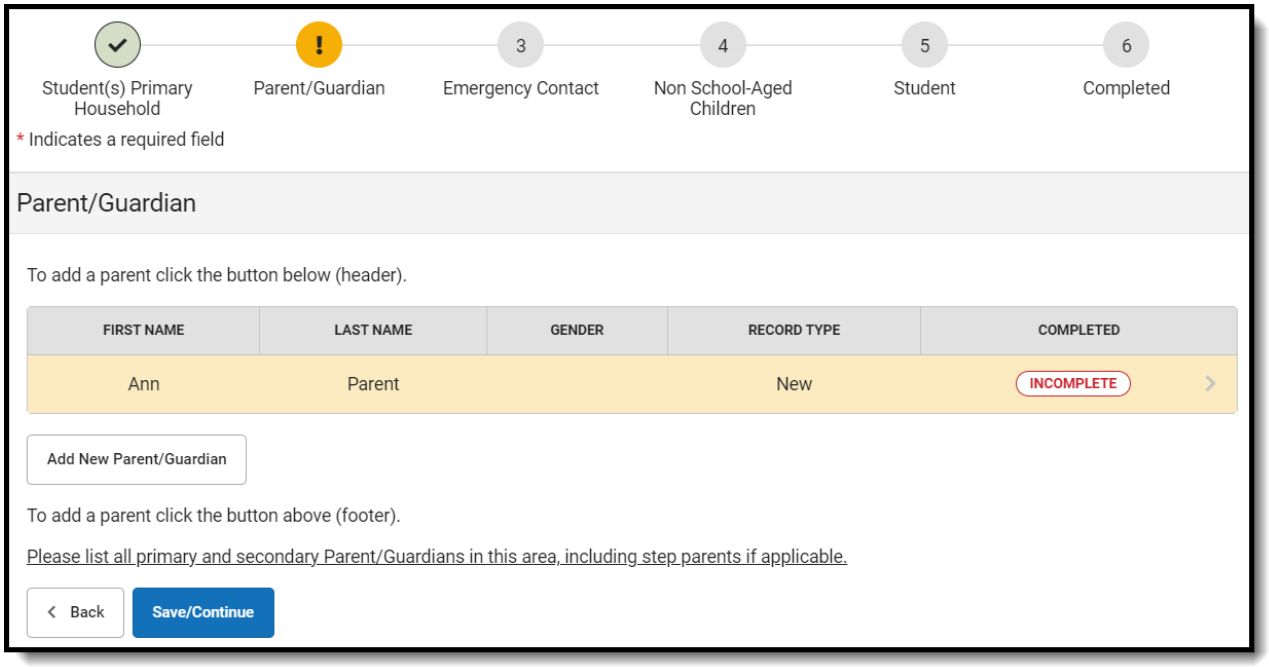
Tool Search: Online Registration

This document provides information on entering parent/guardian information into an Online Registration application within the Portal. Parents and guardians are those individuals that have legal authority and make decisions on behalf of the student(s). Click the **Add New Parent** button to begin.

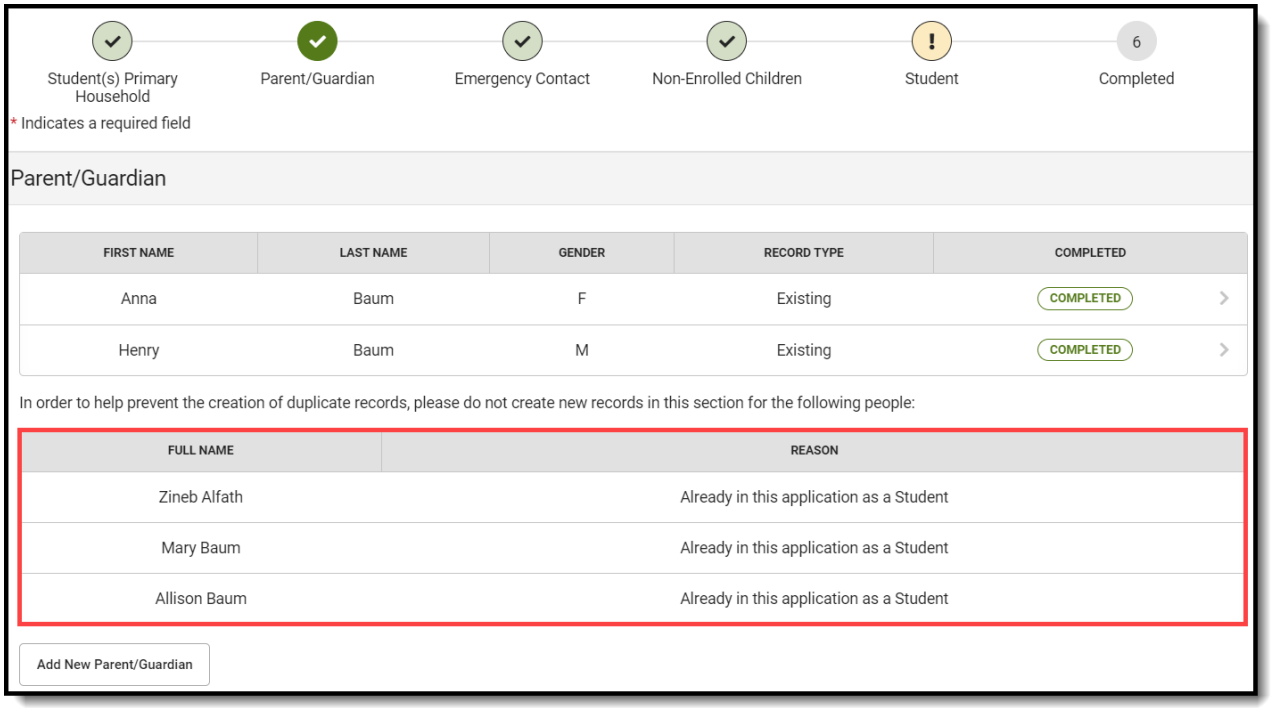
Parent/Guardian Information

Existing Parents/Guardians cannot be removed from an annual update application. Contact the school for guardian changes.

For returning students, the parent/guardian on file displays. If there is information that is missing, the name is highlighted. To make changes and complete the missing fields, click a highlighted parent/guardian. To add a new parent/guardian, click the **Add New Parent/Guardian** button.

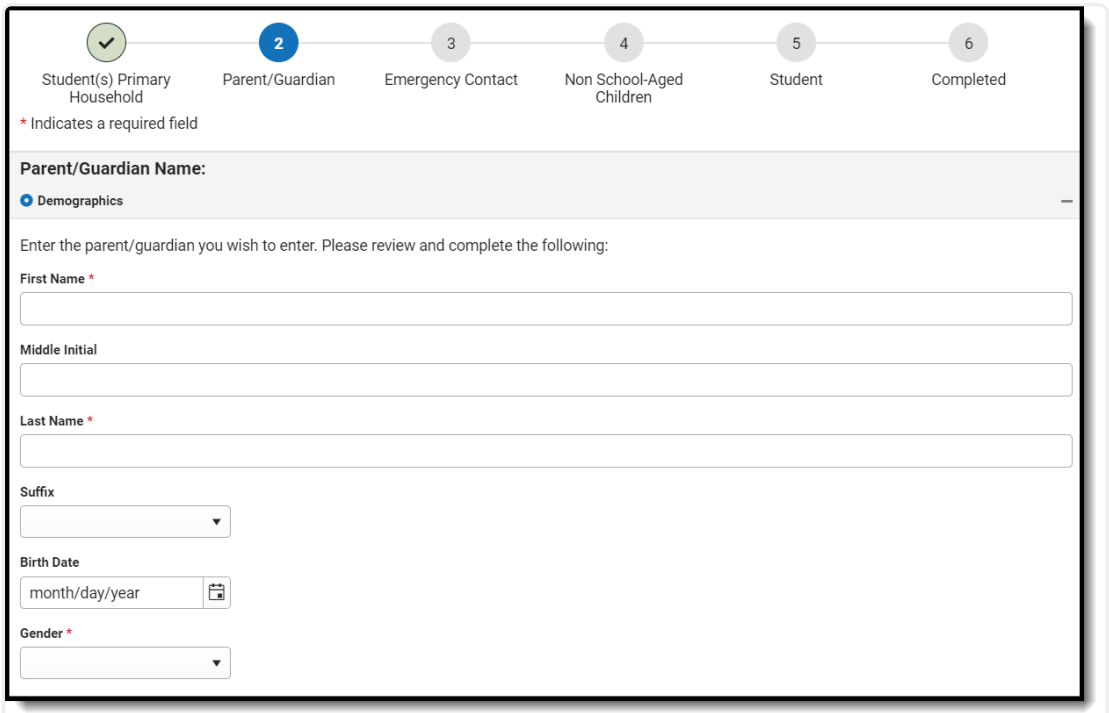


A display grid may appear in all OLR person sections that shows the people in the other sections of the OLR application. This is to remind parents/guardians to not create those people again.



Demographics

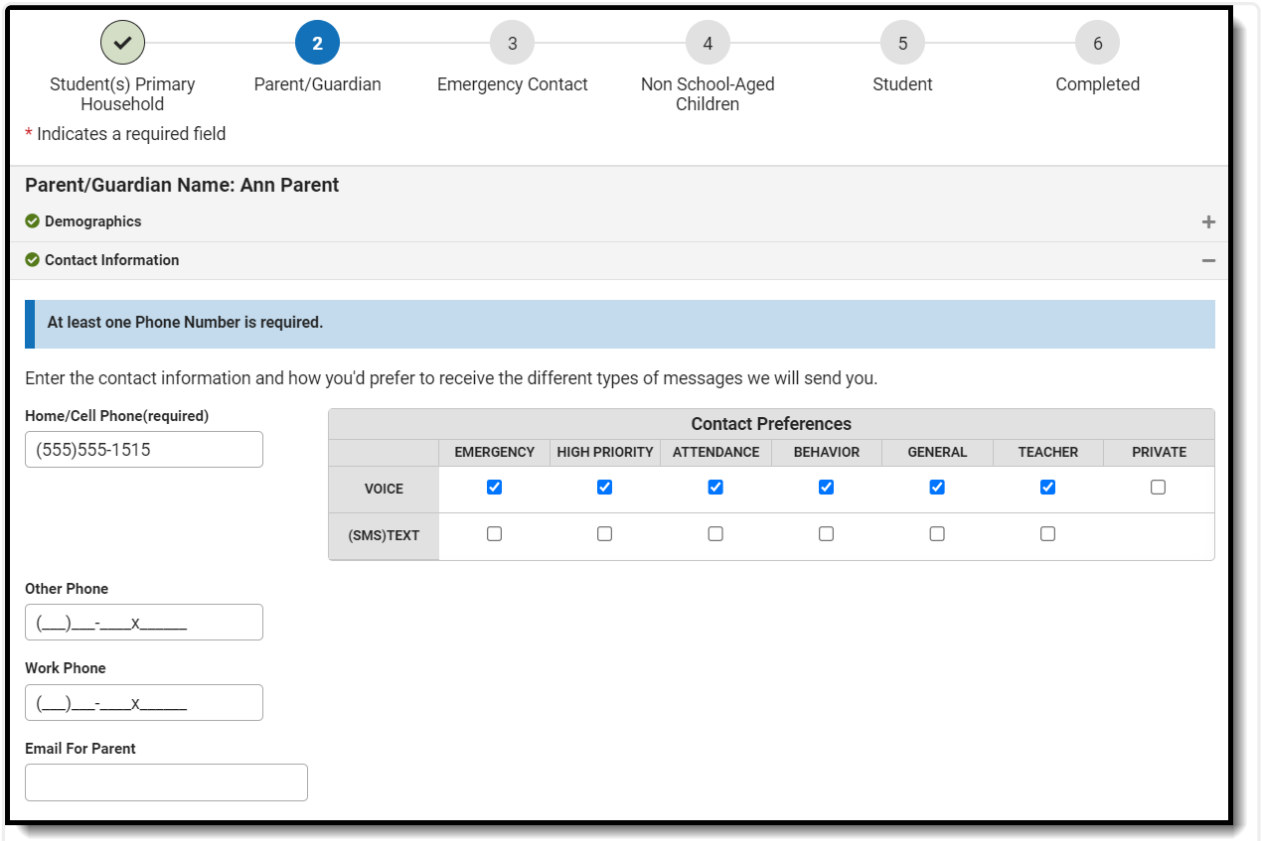
1. Enter information within the required fields.
2. If No is selected in the Does this person live at the address listed below? question, click the **I am unable to provide an address for this parent** checkbox or complete all of the required address fields.
3. Click the **Next** button.



Adding Parents/Guardians

Contact Information

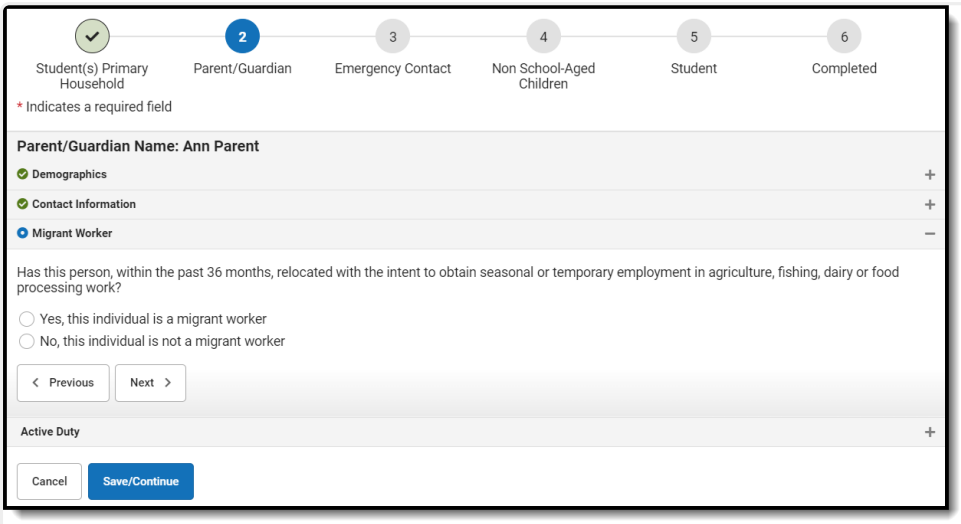
1. Enter the following about the parent's contact information:
    1. **Cell Phone**
    2. **Work Phone**
    3. **Other Phone**
    4. **Email For Parent**
2. Determine the **Contact Preferences** for each entered contact. Definitions are provided for each type of preference.
3. Click the **Next** button.



Parent/Guardian Contact Information Pleat

Migrant Worker (Prime Only)

1. If the parent is a migrant worker, mark the **Migrant Worker** checkbox.
2. Click the **Next** button.

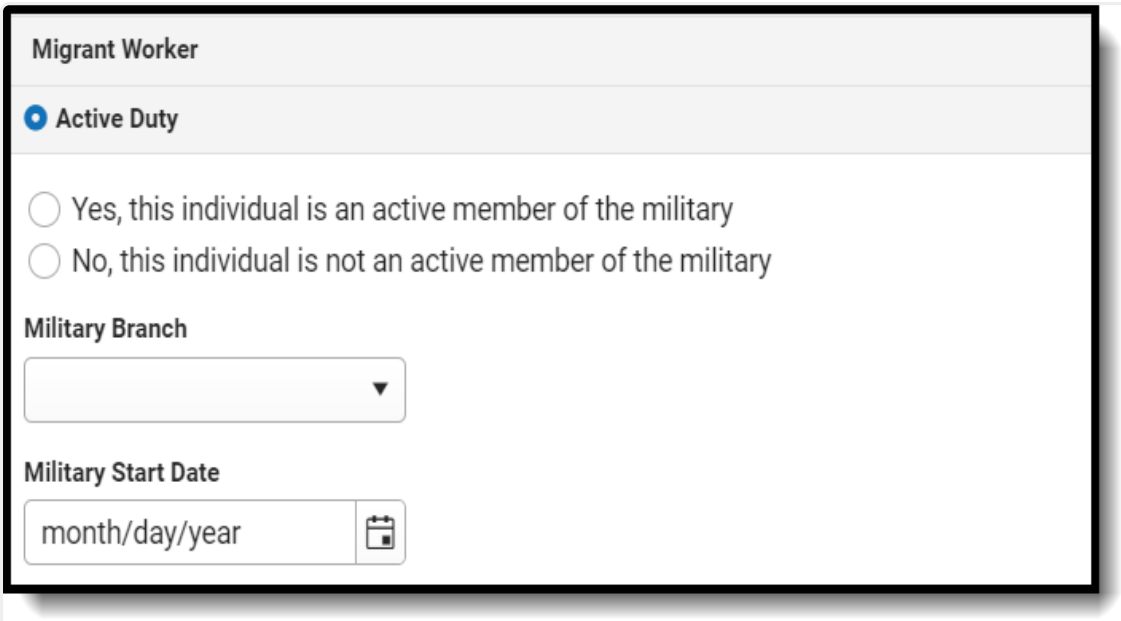


Parent/Guardian Migrant Worker Pleat

Active Aid(Prime Only)

This is a core pleat. The image below displays an example of how the pleat can be set up.

1. Mark whether the parent/guardian is a member of the military.
2. Click the **Save** button.



Parent/Guardian Impact Aid Pleat

How impact aid records will post if all impact aid fields are mapped correctly:

- If a parent answers "Yes," fills in the appropriate information, and they do not have an existing impact aid record, a new one will be created for them upon posting the application. The start date will either be what they entered, or it will be the post date of the application
- If a parent answers "Yes," fills in the appropriate information, and they do have an existing impact aid record, one of two things will happen:
  - If the information the parent entered is the exact same as the existing impact aid record, no new record will be created.
  - If the information the parent entered is different, the existing record will be end-dated, and a new impact aid record will be created.
- If a parent answers "No," any existing impact aid records will be end-dated. The end date will be the post-date of the application.

In order to pull Impact Aid information into an annual update, you must ensure that you are posting/pulling all information from the parent's Impact Aid record. This includes pulling in the answer to the Yes/No question asking if the parent is an active member of the military.

Data entry for the parent/guardian is complete. The screen will return to the first page of the Parent entry screens where additional parents/guardians can be entered.

To enter additional parents/guardians, click the **Add New Parent** button. Repeat the instructions noted above If no further parents/guardians need to be entered, click the **Save/Continue** button.