# Parent/Guardian Information

Last Modified on 10/21/2024 8:21 am CDT

Parent/Guardian Information | Demographics | Contact Information | Migrant Worker (Prime Only) | Active Aid(Prime Only)

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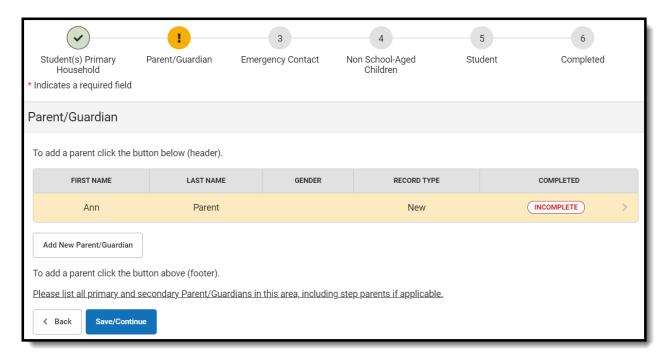
Tool Search: Online Registration

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.
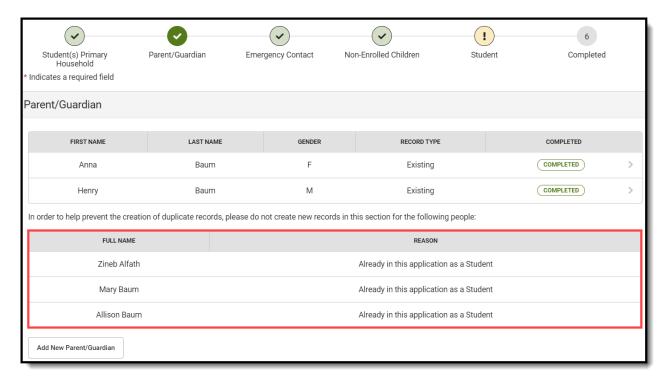
# Parent/Guardian Information

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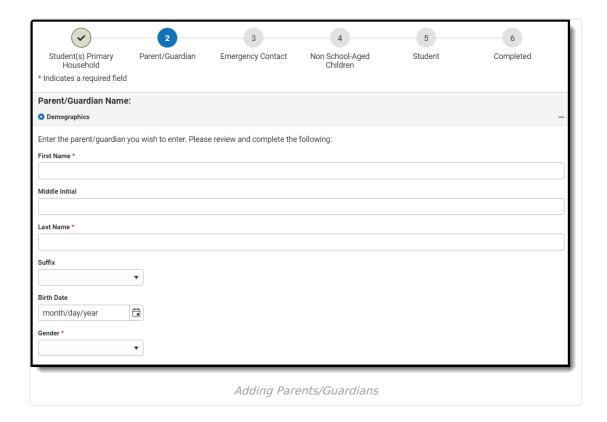
A display grid may appear in all OLR person sections that shows the people in the other sections of the OLR application. This is to remind parents/guardians to not create those people again.



# 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.
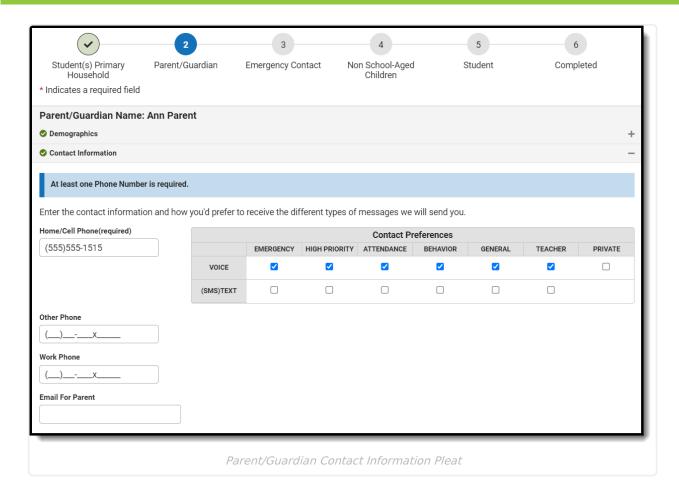3. Click the **Next** button.

*Adding Parents/Guardians*
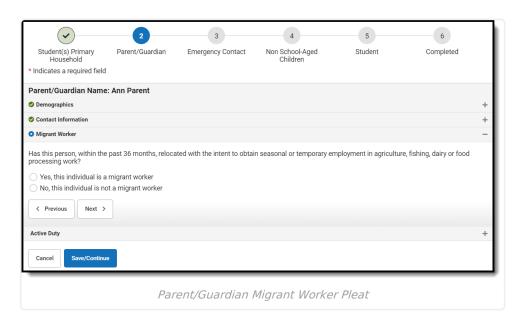
# Contact Information

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.
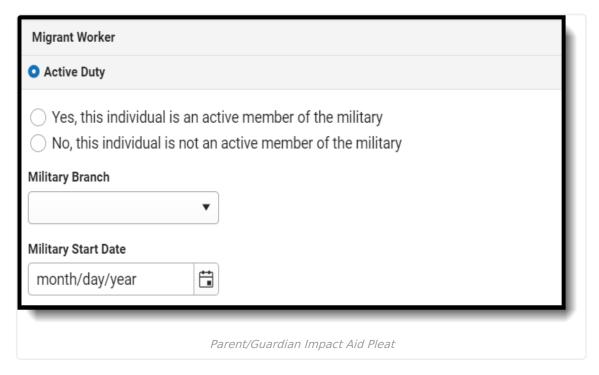


*Parent/Guardian Migrant Worker Pleat*

# 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*

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.