

# Parent/Guardian Information

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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.

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Student(s) Primary Household

Parent/Guardian

Emergency Contact

Non School-Aged Children

Student

Completed

\* Indicates a required field

### Parent/Guardian

To add a parent click the button below (header).

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
Ann	Parent		New	INCOMPLETE

Add New Parent/Guardian

To add a parent click the button above (footer).

Please list all primary and secondary Parent/Guardians in this area, including step parents if applicable.

< Back

Save/Continue

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.

✓  
Student(s) Primary Household

✓  
Parent/Guardian

✓  
Emergency Contact

✓  
Non-Enrolled Children

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Student

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Completed

\* Indicates a required field

Parent/Guardian

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
Anna	Baum	F	Existing	COMPLETED >
Henry	Baum	M	Existing	COMPLETED >

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Zineb Alfath	Already in this application as a Student
Mary Baum	Already in this application as a Student
Allison Baum	Already in this application as a Student

## 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.

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Student(s) Primary Household

Parent/Guardian

Emergency Contact

Non School-Aged Children

Student

Completed

\* Indicates a required field

**Parent/Guardian Name:**

● Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Birth Date**

**Gender \***

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.

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Student(s) Primary Household

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Student

Completed

\* Indicates a required field

Parent/Guardian Name: Ann Parent

✓ Demographics

+

✓ Contact Information

-

At least one Phone Number is required.

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Home/Cell Phone(required)

(555)555-1515

	EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	TEACHER	PRIVATE
VOICE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(SMS)TEXT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Phone

( ) - - X

Work Phone

( ) - - X

Email For Parent

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.

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Student(s) Primary Household

Parent/Guardian

Emergency Contact

Non School-Aged Children

Student

Completed

\* Indicates a required field

Parent/Guardian Name: Ann Parent

✓ Demographics

+

✓ Contact Information

+

✗ Migrant Worker

-

Has this person, within the past 36 months, relocated with the intent to obtain seasonal or temporary employment in agriculture, fishing, dairy or food processing work?

☐ Yes, this individual is a migrant worker  
☐ No, this individual is not a migrant worker

< Previous

Next >

Active Duty

+

Cancel

Save/Continue

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.

Migrant Worker

☒ Active Duty

☐ Yes, this individual is an active member of the military  
☐ No, this individual is not an active member of the military

Military Branch

Military Start Date

month/day/year

*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.