

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.

The screenshot shows a progress bar with six steps: 1. Student(s) Primary Household (checked), 2. Parent/Guardian (highlighted with a red exclamation mark), 3. Emergency Contact, 4. Non School-Aged Children, 5. Student, and 6. 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

Student

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.

✓
Student(s) Primary Household

2
Parent/Guardian

3
Emergency Contact

4
Non School-Aged Children

5
Student

6
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.

✓

2

3

4

5

6

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 -

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)

	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

Work Phone

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.

✓

2

3

4

5

6

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

Active Duty +

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



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.
