

Student Entry

Last Modified on 10/21/2024 8:20 am CDT

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

Tool Search: Online Registration

Any student who will be enrolled in school during the school year selected when you started the online registration process needs to be added on this editor.

Student Information

Click the **Add New Student** button at the bottom of this screen to add a new student. If this is an annual update application, click on each student to confirm or update information.

The screenshot shows a progress bar at the top with six steps: Student(s) Primary Household, Parent/Guardian, Emergency Contact, Non-Enrolled Children, Student (highlighted with a blue circle and the number 5), and Completed (highlighted with a grey circle and the number 6). Below the progress bar is a section titled "Student" containing a table with the following data:

FIRST NAME	LAST NAME	GENDER	SCHOOL	RECORD TYPE	COMPLETED
Peggy	Cardinal	F	Harrison High	Existing	COMPLETED >
Stella	Abegg	F	Fillmore Middle School	Existing	COMPLETED >
Dylan	Abegg	M	Harrison High	Existing	COMPLETED >

Below the table is an "Add New Student" button, a note "Please include all students that need to be enrolled.", and navigation buttons for "Back" and "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

6
Completed

* Indicates a required field

Student

FIRST NAME	LAST NAME	GENDER	SCHOOL	RECORD TYPE	COMPLETED
Zineb	Alfath	F	Carter Middle	Existing	COMPLETED >
Mary	Baum	F	Harrison High	Existing	INCOMPLETE >
Allison	Baum	F	Harrison High	Existing	INCOMPLETE >

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
Anna Baum	Already in this application as a Parent/Guardian
Henry Baum	Already in this application as a Parent/Guardian

Please include all students that need to be enrolled

Demographics

1. Below are the required fields on this pleat.
 - **Legal First Name**
 - **Legal Last Name**
 - **Gender**
 - **Birth Date**
 - **Foreign Exchange**
 - **Enrollment Grade**
2. Click the **Next** button.

Student Name: :

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name *

Legal Middle Name

Legal Last Name *

Suffix

Nickname

Student Cell Number

Student Email Address

Gender *

Student Entry - Demographics

Race Ethnicity

Required by Federal reporting, mark the following checkboxes related to the student's race/ethnicity.

1. Is the student Hispanic or Latino?
2. Mark all of the following that apply to the student's race ethnicity:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

Race Ethnicity

Is Hispanic/Latino *

Please check all that apply. If not Hispanic, at least one is required. *

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

State Race *

Student Entry - Race Ethnicity Panel

Housing

Mark either Yes or No for the student's homeless status. If Yes is marked, several options are made available to best describe the student's current housing situation, as shown in the image below.

Housing

Yes, this student is homeless
 No, this student is not homeless

If yes, please select the option that best represents the student's current housing situation. *

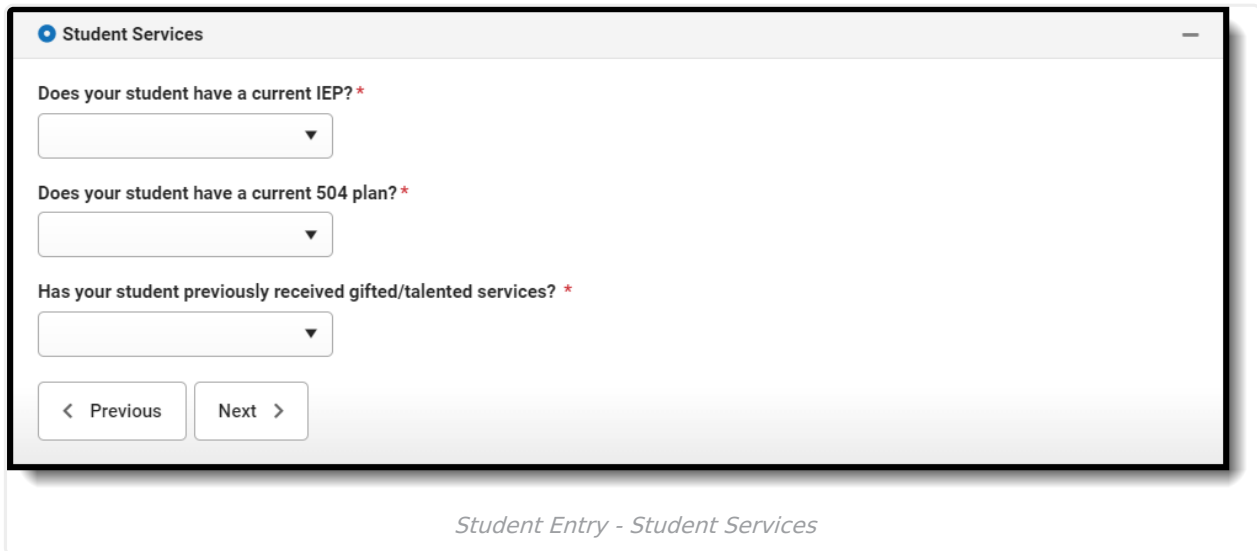
Shared Housing
 Motel, hotel, trailer park, or camp ground due to lack of alternative accommodation
 In emergency or transitional shelter
 Awaiting foster care placement
 Primary nighttime residence is not ordinarily used as a regular sleeping accommodation
 Living in car, park, public space, abandoned building, substandard housing, bus or train station

Student Entry - Homeless Indicator

Student Services (Prime Only)

This information is an indication if the student has received any student services. Select answers to the following questions from the dropdown:

1. Does your student have a current IEP?
2. Does your student have a current 504 plan?
3. Has your student previously received gifted/talented services?
4. Click the **Next** button when finished.



Language Information (Prime Only)

This pleat is not required.

This information determines the student's knowledge of English and helps the district personnel determine if the student may need additional guidance and services in English language programs.

1. Select the **Student Language** from the dropdown list. This is the language the student most often speaks at home.
2. Select the **Parent Language** from the dropdown list. This is the language the parent most often speaks at home.
3. Answer the following questions by selecting the most applicable option from the dropdown:
 - What was the first language spoken by the student?
 - What is the language most often spoken at home?
 - What is the language most often spoken by the student with friends?
 - Has your child ever received English as a Second Language (ESL/ELL) services?
4. Click the **Next** button when finished.

✓ Language Information

Please enter language information for your student below.

Student Language

Parent/Guardian Language

What was the first language spoken by the student?

What is the language most often spoken at home?

What is the language most often spoken by the student with friends?

Has your child ever received English as a Second Language (ESL/ELL) services?

< Previous Next >

Student Entry - Language Information

Previous School

Enter the student's school of enrollment for the last school year.

Previous School

Please enter information regarding this student's prior schools.

Last Year

School

City

State

Country

Phone

Is your student currently suspended or expelled from another school? *

< Previous Next >

Student Entry - Previous Schools

Tribal Entry (Prime Only)

If the student has an active enrollment within a United States Native American tribe, mark the checkbox. Click the **Next** button to continue.

Tribal Enrollment

Yes, this student has an active enrollment in a United States Tribe

No, this student does not have an active enrollment in a United States Tribe

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Student Entry - Tribal Entry

Relationships

Parent/Guardians

1. Select the **Relationship** option for the parent/guardian from the dropdown list.
2. Select the **Contact Preferences** for this person. A **Description** of each type is provided on the panel.
3. Enter the **Contact Sequence** for this person.
4. If this person should not have a relationship with the student, mark the **No Relationship** checkbox.
5. Click the **Next** button when finished.

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.

NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	SECONDARY HOUSEHOLD	CONTACT SEQUENCE *
DONALD ABEGG	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
MILLIE ABEGG	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.

Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person.

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Student Entry - Parent/Guardian Entry

Emergency Contacts

1. Select the **Relationship** option for the emergency contact from the dropdown list.
2. Enter the **Contact Sequence** for this person.
3. If this person should not have a relationship with the student, mark the **No Relationship** checkbox.
4. Click the **Next** button when finished.

Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required

NAME	RELATIONSHIP *	CONTACT SEQUENCE *
EMMA ABEGG	Aunt	3
JUSTIN ABEGG	Uncle	4
ROBERT ABEGG	No Relationship	
WALLACE ABEGG	No Relationship	
HERMIA BLUE	No Relationship	
ROSEMARY LICHEN	No Relationship	
VEIONET MALMBERG	No Relationship	
ROBERTO TOMPTESON	No Relationship	

Description of Contact Preferences

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

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Student Entry - Emergency Contact Entry

Other Household

1. Select the **Relationship** option for the emergency contact from the dropdown list.
2. If this person should not have a relationship with the student, mark the **No Relationship** checkbox.
3. Click the **Next** button when finished.

Relationships - Other Household

NAME	RELATIONSHIP *
PEGGY CARDINAL	<input type="text"/>
STELLA ABEGG	<input type="text"/>
DYLAN ABEGG	<input type="text"/>
AVERY STUDENT	<input type="text"/>

Description of Contact Preferences
No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Student Entry - Other Household Relationships

Health Services

The Health Services entry is entered on several panels that include information on doctor information, medical conditions, and medications.

Emergency Information (Prime Only)

1. Enter the student's **Primary Care Provider** name (clinic name or doctor's name).
2. Enter the **Phone Number** for the Primary Care Provider.
3. Click the **Next** button when finished.

Health Services - Emergency Information

Primary Care Provider

Primary Care Phone

Please be prepared to provide documentation directly to the school nurse regarding any and all health conditions/concerns and medications. You will be required to provide immunization documentation at your registration appointment.

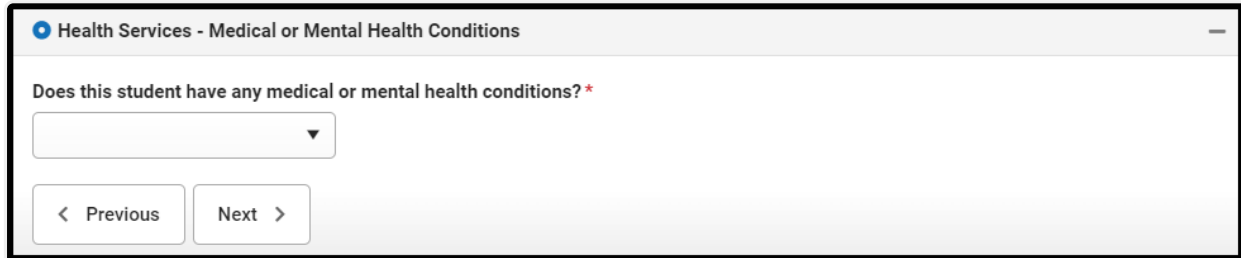
Student Entry - Emergency Information

Medical or Mental Health Conditions

1. If the student does not have medical or mental health conditions, mark the **No medical or**

mental health conditions checkbox and click the **Next** button. Doing this will remove the entry fields from panel.

2. Click the **Add Condition** button. Additional fields will appear.
3. Select the **Health Condition** for the student from the dropdown list.
4. Enter any **Comments** related to the health condition.
5. If a second condition exists, click the **Add Condition** button and select that **Health Condition** from the dropdown list.
6. Enter any **Comments and Instructions** related to the second health condition.
7. Click the **Next** button when finished.

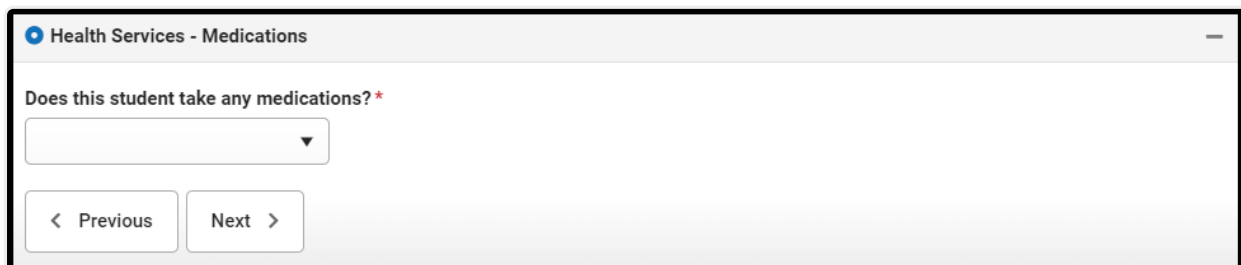


Student Entry - Medical or Mental Health Conditions

Medications

Medications can be listed for Daily Medications, Emergency Medication or Medication as Needed.

1. If the student does not have any medications to list, mark the **No Medication** checkbox and click **Next**.
2. Click on the **Add Medication** button. Additional fields will appear.
3. Enter the **Medication**.
4. Select where the medication is taken from the dropdown.
5. Select the **Medication Type** from the dropdown.
6. Enter any **Comments and Instructions** related to the second health condition.
7. Upload Immunization records by clicking on the **Upload Immunization** button.
8. Click the **Next** button when finished.



Student Entry - Medications

Release Agreement (Prime Only)

The following release agreement items are available.

1. Determine if the district can use the student's photograph, voice or name in the media. This includes newspaper articles, district websites, videos promoting school projects, etc. Select the **Yes** or **No** radio buttons accordingly.
2. Determine if the student has parent permission to participate in school- or district-approved field trips. Mark the **Yes** or **No** radio buttons accordingly.
3. Mark the **I agree to the Technology acceptable use policy** checkbox.
4. Hold down your mouse and sign on the line.
5. Click the **Save/Continue** button.

Release Agreements

Media

Yes - I give permission for my child to participate in any public or school media publication.

No - I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

Field Trip

Yes - I give permission for my child to attend school-related field trips.

No - I do not consent for my child to participate in School and/or District approved field trips.

Technology

I agree to the Technology acceptable use policy. *

Please sign on the line below Clear

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Student Entry Release Agreement

Student entry is now complete. Upon clicking the **Save/Continue** button, the Student Entry screen will display. If additional students need to be entered, repeat the previous steps. If the entered student's name appears in yellow, a required field is missing data. Clicking on the student's name will open the panel where the information is needed.

If student entry is complete, click the **Save/Continue** button.