

Non-Enrolled Children

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

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This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

Use the Non School-Aged Children to modify the wording on this index to have parents only enter younger siblings or all other people in the household. The wording can be modified in the Multi-Language Editor. When a person is added in this index, a person record will be created in Campus upon approve/posting the application.

This information may also be used in certain states that are required to report on all early childhood information for all families in the district.

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

Non-Enrolled Children

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
No records available.				

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
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

Please list all other children of the Primary Household not currently enrolled in school.

< Back
Save/Continue

Existing Other Household Information

For returning students, children who are also tied to the household of the student registering display. If there is information that is missing, the name is highlighted. To make changes and complete the missing fields, click the **Edit** button. To add a new household member, click the **Add New Household Member** button.

On an annual update application, if any existing children in the household should be registered for the upcoming school year, there is an OLR System Setting to allow the parent to check a box that says, **Please check this box if you wish to register this student for the upcoming year** checkbox. A pop-up message displays describing your action. Click **OK** to continue or **Cancel** to not do this. That student's name will be moved from the Other Household list of members to the Student list.

Demographics

1. Enter the following information for the new student:
 - o **First Name**
 - o **Middle Name**
 - o **Last Name**
 - o **Birth Date**
 - o **Gender**
2. Click the **Save/Continue** button.

Other Household Children Demographics Data

