

Re-enroll and Add New Students

When enabled by the school you will be able to indicate your intention for your student(s) to return to school for the upcoming school year. You will also be able to re-register your student(s) and/or add new students to your family for the new school year.

If enabled by the school you will see menu item **Enrollment** under the **Office** menu. The options on this screen will change depending on what the school has set.

When the school wishes to know what students are returning for the next school year, you will see options to indicate if your student(s) will return for the next school year.

When the school has opened re-registration, you will see the following screen:

ENROLLMENT (Re-enroll current students and add new ones)

Your school requires a payment to submit students..

- First Student: \$100.00
- Additional Student: \$0.00

Register New Student

Re-register Student(s)

Name	Expected Grade Level	Intends to return next school year?	Registered for next school year?	Amount
M Hill	Prekindergarten	Yes	No	N/A
T Hill	Third	Yes	No	N/A

Select **Re-register Student(s)** button to register your current students for next year. You will be shown a re-registration form (below). If the school allows you to update information on the form the fields will be available, otherwise they will be read only.

RE-REGISTRATION FORM

Saint Isidore of Seville
123 Main St
Allentown, PA 14420
(555) 555-5555

RE-REGISTRATION FORM FOR SCHOOL YEAR 2022 - 2023

Family Name:

HH

Relative 1		Relative 2	
First Name: *	Last Name: *	First Name: *	Last Name: *
Q	HH	Q	HH

User Telephone Numbers: ☰

Type Number

Home 201-123-1111

Work 202-123-1111

Mobile 203-123-1111

Mobile 203-123-1111

User E-Mail Addresses:

Type User E-Mail Address

Home 201-123-1111

Work 202-123-1111

Employer:

Occupation:

User Telephone Numbers: ☰

Type Number

Home 201-123-1111

Work 202-123-1111

Mobile 203-123-1111

Mobile 203-123-1111

User E-Mail Addresses:

Type User E-Mail Address

Home 201-123-1111

Work 202-123-1111

Employer:

Occupation:

Engineer

Mailing Address: *

1 Hill Way

Wash

United States

Address 2

PA

11111

Physical Address: *

Same as mailing address: ☑

CHILDREN

1) Hill, T

Gender:

M

Expected Grade:

Third

Parish:

Assumption BVM, Bethlehem [Bethleh...

Date Of Birth:

07/08/2015

Religion:

Catholic

District:

Jefferson El Sch

☐ Register for next school year

☒ Do not register

Bus:

2) Hill, M

Gender:

F

Expected Grade:

Prekindergarten

Parish:

Assumption BVM, Bethlehem [Bethleh...

Date Of Birth:

02/05/2019

Religion:

Catholic

District:

Jefferson El Sch

☐ Register for next school year

☒ Do not register

Bus:

Please review all information and make changes as needed.



Select 'Register for next school year' for each student you wish to register and click the **Save** button.

Once you have re-registered your students you can register any new students you have that will be attending the school. Select **Register New Student** button and enter all information on the screen shown and click **Save**.

Once you have registered all your students you can submit them to the school.

	Name	Expected Grade Level	Intends to return next school year?	Registered for next school year?	Amount
Submitted	M Hill	Prekindergarten	Yes	Yes	N/A
Submitted	T Hill	Third	Yes	Yes	Paid



Your students will then be submitted to the school.