

Online Registration Checklist

___ Turn off Push Notifications and temporarily disable web access.

Office Use, System settings, Parent Access Profile, Web Profile.

___ Complete rollover each school database. Follow the rollover instructions carefully. Be sure to clear the Paperwork and Registration forms.

___ Create templates for the corporation and school databases for forms that must be completed every year.

Office Use, Templates. You may create new templates or edit existing templates.

You may use descriptions with the wording of OPTIONAL and REQUIRED, etc. The description will put the forms in alphabetical order. If REQUIRED is in the title this is for school use only.

___ Add the consent descriptions to the System Profile of each database.

Office Use, System settings, System Profile. Paperwork. The data entered in this field must match the description of the template. The form will not update on the student demographic as completed if the description does not match.

If using paperwork for OTC Meds consents, you may add the names of the medications to the Allowed Meds field. These will display on the Health tab for the student demographics for the nurse to indicate they may take the OTC based on the signed permission. These will display on the nurse visit as a reminder.

___ Check the Registration forms view. If student is actively enrolled and has a Home Language Survey and Race/Ethnicity Paperwork on file, add those registration forms to their demographic data so the parent does not complete it online and change the data for the DOE reports.

Office Use, Registration forms, category search (No Registration Forms). Select students to add registration forms. Touch Add Registration Forms. Select the form to add to student demographics.

___ Assign Homeroom teachers, Assign lunch to MS/HS classes

___ Check all book fee amounts and course fees for the new year.

Office Use, Textbook Rental. Fee Amounts.

___ Update the TBR Profile for the new year.

Office Use, System settings. TBR Profile. Update the Curricular Materials for each grade level. Update the Payment Processing order. This must be done before textbook rental statements are created and payments are posted.

___ Update the System Profile fees for the new school year.

Office Use, System Profile. These are fees that all students are charged regardless of grade level or classes taken.

___ Complete the steps for Direct Certification. Import the DC data and send notification emails to parents. This will mark the student demographic data as Free so parents will not have the online F/R application option.

___ Create all textbook rental statements.

Office Use, Textbook Rental. Book Fees. Create book fees.

___ Activate web access and toggle Online Registration to Yes. Verify other web profile settings are set to Yes for the new year.

Office Use, System settings, Parent Access Profile, Web Access.

___ Log in to Family Access and test accounts by grade level. Check parent view and student view to be certain all appropriate paperwork is in the online registration view.

___ Verify Registration forms and/or Paperwork has been completed.

Office Use, Registration Forms, filter, Show Filters, missing or completed

Office Use, Paperwork, filter, Show Filters, missing or completed

Extra-Curricular Activities, Show filters. Missing forms, missing paperwork.

Sample Paperwork Consent forms:

Acceptable Use Policy

Parents Right to Know (Title I)- Yearly

Student Handbook (with link to the online pdf document)-Yearly

Authorization for Emergency Treatment-Yearly

Drug Testing Policy

Extra-Curricular Code of Conduct-Yearly

Device Insurance Acceptance Consent-Yearly

Concussion and Sudden Cardiac Arrest (Separate forms for parent and student consent)-Yearly

Directory Consent. Media release, yearbook release.-Yearly

21 Century Scholars (with link to the website)

Immunization Object Form

Sharing Educational Rights (indicate on Special Instructions and/or Emergency Contacts Relationship)-
Yearly

PTO Information

Field Trip Consent-Maybe created before field trip or may be for the year

Review and acceptance of Student Course, 4 yr plan and/or schedule for new school year-Yearly