



## **Welcome To Kindergarten Online Enrollment instructions!!!**

Please read all directions before beginning

Guardian must have a valid email address for submission process

These forms become part of your child's permanent cumulative record file. They must be accurate with LEGAL information for the student, AS WELL as for the guardians and other contacts. When completing these forms, please keep in mind:

We need the FULL LEGAL name of your child. Additionally, contact information should ONLY be listed as parent or step-parent if the contact is LEGALLY the parent or step-parent.

**NOTE: To complete the enrollment process, parents/guardians still need to provide to the student's school the following documentation:**

- ❖ **Student's immunization/vaccination records**
  
- ❖ **proof of residency (i.e. utility bill)**
  
- ❖ **birth certificate**

**Please make the school aware you have completed the enrollment application online. You will also need to provide the name and address of the last school the student attended if applicable.**

**Elmira Elementary School: Michelle Cook @ 541-935-8214 or  
mcook@fernridge.k12.or.us District**



## ONLINE ENROLLMENT INSTRUCTIONS ...

- 1) On the right side of your schools home page, under Quick Links, select Kindergarten Registration
- 2) Register a new account for this application process by creating a user name and password, then CLICK on REGISTER NEW ACCOUNT.
- 3) Fill out the form, any RED ASTERISK\* is required: The Parent Login is what you entered on the first page, Password is the password entered on the first page.
- 4) Click on Submit and then a screen will appear, NEW APPLICATION, click on it, then click on GO
- 5) Fill application out completely. If you need more time, you may Save your application and come back to it later. Remember, if you Save, you **must** go back to finish the application and Submit to the school for verification.
- 6) You will receive a confirmation email from the school when it has been received and verified. When the school secretary reviews your student's enrollment form, they will do one of three things. Accept the form, meaning it has been filled out correctly, you provided ALL additional documentation and no other information is required. Form Pending, there are corrections or more information needed to complete the registration process. In the email that will be sent to you, the secretary will inform you of what is needed. Denied form, the secretary did not approve the changes in this form. They will notify you via email regarding the form denial and with any further instructions.



## Frequently Asked Questions (FAQ)

What is Online Enrollment?

- Online Enrollment is a web-based portal for parents and guardians to submit an application to enroll a new Kindergartener to the FRSD. It does not replace the need to go to the building to complete the registration process, but it does allow the form to be submitted electronically, reduces paperwork and makes the process more efficient.

Is my child's information secure?

- Yes. Users are required to enter a unique Parent Log In ID and Password in order to log in to the system. We are a hosted/protected site using Sungard K-12 Education.

What steps are involved with using Online Enrollment?

An Online Enrollment application involves the following steps:

1. Creating an account
2. Submitting an enrollment application form via Online Enrollment
3. Receiving an email from the school secretary acknowledging receipt of the enrollment form. If your email states form is pending or denied, log back in to Online Enrollment, make appropriate corrections, re-submit your form and/or bring to the school additional documentation. If you still have questions contact your school secretary.