

**WELCOME TO ONLINE REGISTRATION**

**\*Please read all directions before beginning\***

**\*Guardian must have a valid Home Access Center login and password 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 the guardian(s) and other contacts. When completing these forms, please keep in mind the Fern Ridge School District will receive the data exactly as entered. Please be careful of spelling, capitalization, and punctuation.**

**Please review the information we have on file and confirm the information is accurate. A Returning Student registration form must be submitted for each returning student in your family. You have the option to print a copy of the form submitted for your records and/or download any supplemental forms/agreements. If you do not submit them while completing Online Registration you may download them, print and return to your student's school.**

**If you have any questions please contact:**

**Veneta Elementary – Becky Walton - 541-935-8225- [bwalton@fernridge.k12.or.us](mailto:bwalton@fernridge.k12.or.us)**

**Elmira Elementary – Callie Johnson - 541-935-8214 - [cjohnson@fernridge.k12.or.us](mailto:cjohnson@fernridge.k12.or.us)**

**Fern Ridge Middle School – Shelby Humphrey – 541-935-8230 - [shumphrey@fernridge.k12.or.us](mailto:shumphrey@fernridge.k12.or.us)**

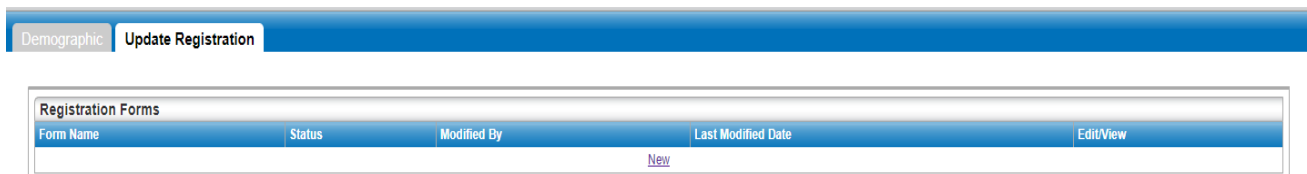
**District Office Student Services – Becky Dube' – 541-935-2253 x1210 [rdube@fernridge.k12.or.us](mailto:rdube@fernridge.k12.or.us)**

## UPDATE STUDENT REGISTRATION INSTRUCTIONS

- 1) You must have a login and password for Home Access Center. On the right side of your school website under Quick Links, select Online Registration. Select the link for Returning Students.
- 2) Login as you normally would. If you have more than 1 student in the Elementary or Middle School, make sure you update all of them.
- 3) After logging in, when your student's home page comes up, click on the Registration icon in the center panel on the right.



- 4) This page displays basic demographic information for your student. Select the Update Registration tab. In the center click on the link that reads "New".



5) As a part of the Returning Student Registration process, you will have the opportunity to update the following information.

STUDENT INFORMATION	INFORMATION NEEDED
Address and Phone	<ul style="list-style-type: none"> <li>• Student Physical and Mailing address</li> <li>• Student Phone Number</li> </ul>
Contact Information	<ul style="list-style-type: none"> <li>• Guardian(s) name, address, and phone number(s)</li> <li>• Emergency contact(s) name and phone number(s)</li> </ul> <p>Please provide the name and contact information for no more than 4 emergency contacts for your student. Please list in the order you would like contact to be made. Please REMOVE contacts if they are no longer valid.</p> <p>You are not required to enter any emergency contacts, although we strongly encourage you to do so. Please DO NOT re-enter parents/legal guardians as Emergency Contacts.</p>
Documents	<p>Not all forms are required for each building. Please see header of each form. If you are not able to download or print, no problem. Please see your building secretary.</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Free/ Reduced Lunch</li> </ul>
Signature	<p>Provide an electronic signature to certify that you are the legal parent or guardian of the student and that all information provided is correct.</p>

- 6) If you make any changes please remember to SAVE at the end of each section.
- 7) When you get to the last panel for Documents, you may fill them out right from your computer. Just download the form, save to your device, fill it out, upload back to Online Registration. Or you may download the form, fill it out, print and return to your student's school.
- 8) To submit the form you must check the "I Agree" box. Once that is done, you may print a copy for yourself or simply click submit.
- 9) If you do not make any changes to your student's information, please complete step 8 and submit your form.

## Frequently Asked Questions (FAQ)

- What is Online Registration?
  - Online Registration is a web-based portal for parents and guardians to submit an application to enroll new and update returning students to the FRSD.
  
- Is my child's information secure?
  - Yes. Users are required to enter a unique Parent Login ID and Password in order to log in to the system. We are a hosted/protected site using PowerSchool K-12 Education and supported by Willamette ESD.
  
- What steps are involved with using Online Registration?
  - An Online Registration application involves the following steps:
    1. Creating an account or updating from Home Access Center
    2. Submitting an enrollment application form via Online Registration.
    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 Registration, make appropriate corrections, re-submit your form and/or bring to the school additional documentation. If you still have questions contact your school secretary.