

WELCOME TO UPDATE REGISTRATION

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

*** Guardian must have a valid HAC 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 for the guardian(s) and other contact(s). When completing these forms, please keep in mind:

- **Contact information should ONLY be listed as parent or step-parent if the contact is LEGALLY the parent or step-parent.**

You will still need to visit your student's school during the registration period to complete the process. You will be able to fill out transportation forms, Free/Reduced lunch applications, etc.

If you have any questions please contact:

Veneta Elementary

Lorie Haffner – [541-935-8225](tel:541-935-8225) or lhaffner@fernridge.k12.or.us

Elmira Elementary

Dawn Northey – 541-935-8214 or dnorthey@fernridge.k12.or.us

District Office Student Services

Becky Dube' – 541-935-2253 ext. 1210 or rdube@fernridge.k12.or.us

UPDATE STUDENT REGISTRATION

1. You must have a Login and Password for HAC. Go to the District website. Under the Parents tab click Home Access Center.
2. Login as you normally would. If you have more than 1 student, make sure you have selected the correct one. The ability to update student information is only allowed at the Elementary Schools.
3. When your student's home page appears click on the Registration icon in the center panel.



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. Read directions and close other pages you may have open or select Continue.
6. Scroll down and review all information on the form. If you choose to make any changes, **remember, after doing so you must 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, then return to your student's school while finishing the registration process.

Documents

Items can be Uploaded here

[Click here to upload new file](#)

Admin Uploaded Files

Title	
Permission Form	Download
Page 5 of Student Handbook	Download
Parent Compact	Download
Language Survey	Download

8. When finished please read the disclaimer at the bottom of the form. 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.

I Agree

To submit please select 'I Agree'

9. The form then goes to the school secretary for review. If you did not make any changes to your student's information please complete step 8 and submit your form. Please remember you still need to attend your student's school registration period to complete the process.

Frequently Asked Questions (FAQ)

- **What is Enrollment Online?**
 - Enrollment Online is a web-based portal for parents and guardians to submit an application to enroll New students and Update current students in the Fern Ridge School District. 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 Login ID and Password in order to log in to the system. We are a hosted/protected site using PowerSchool K-12 Education and Willamette ESD services.

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