<div align="center">

WELCOME TO ONLINE REGISTRATION

Please read all directions before beginning

Guardian must have a valid email address for submission process

</div>

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.

IMPORTANT NOTES: To complete the new student enrollment process, parent(s)/guardian(s) will need to provide student's immunization/vaccination records, proof of residency (i.e. utility bill) and birth certificate. New High School students (grade 10-12) will need to provide a copy of your student transcript for scheduling purposes. You are not required to upload forms via the online registration system; this feature is optional. Failure to upload documents will not prevent you from submitting your registration forms. Any forms or other documents may be picked up, then brought into your student's school and office personnel will be able to make copies and answer any questions.

If you have any questions please contact:

Veneta Elementary – Becky Walton - 541-935-8225- bwalton@fernridge.k12.or.us

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

Fern Ridge Middle School – Tammy Eutsler – 541-935-8230 - teutsler@fernridge.k12.or.us

Elmira High School – Lorie Haffner – 541-935-8200 - lhaffner@fernridge.k12.or.us

Elmira High School Registrar – Angela Baker – 541-935-8200 x2222 – abaker@fernridge.k12.or.us

District Office Student Services – Becky Dube' – 541-935-2253 x1210 rdube@fernridge.k12.or.us

ONLINE REGISTRATION INSTRUCTIONS

1) On the right side of your schools home page, under Quick Links, select Online Registration.

2) Register a new account for this application process by clicking Register New Account. If you already have a parent login and password for Home Access Center and are registering a new student please use those here. If you have forgotten your password, please click "Forgot Password" to reset.

3) Fill out the form, any RED ASTERISK* is required. Please enter the living with guardian's phone number as Parent Login ID.

Register New Account

User Information

Preferred Language: *	-- Select --
First: *	
Last: *	
Phone: *	

Login Information

Parent Login ID: *	
Confirm Login ID: *	
Parent Email Address: *	
Password: *	
Confirm Password: *	

Address

Apartment:	
House Number:	
Street Prefix:	-- Select --
Street: *	
Street Type:	-- Select --
Street Suffix:	-- Select --
City: *	
State: *	Oregon
Zip Code: *	

Submit   Back to Login

4) Click on Submit, a new screen will appear. Click New Application, then click on GO.

Instruction:

Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it, but will not be able to make changes. If the application has a status of 'Saved, but not submitted,' you can still make changes. The application will not be available to the school until you choose the Submit option at the bottom of the application. To add an application for another child, click New Application. You can copy information such as address and phone from the child you select to the new application by selecting the 'Copy basic information from' option.

Saved Applications

New Application

New Student Registration

☐ Copy basic information from

Go

5) As a part of the New Student Registration process, you will be asked to provide the following information

STUDENT INFORMATION	INFORMATION NEEDED
New Student	• Demographic information (e.g. student name, date of birth, age, race/ethnicity, home language)
Address and Phone	• Student home address and phone number(s)
Contact Information	• Guardian(s) name, address, and phone number(s) • Emergency contact(s) name and phone number(s) 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. 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.
Additional Information	• City, State, Country of Birth, Student on an IEP, Medical Provider name and phone number, Military Connected, Preschool, Early Education
Additional Questions	• Student allergies/medical issues, US Tribal affiliation or Latin America or Canadian Tribal affiliation, McKinney-Vento, 504 Plan
Documents	FRSD requires families to complete the following agreements/forms as part of the registration process. If you are unable to download/upload any forms or documents they may be picked up then brought back to your student's school. Not all forms are required for each building. Please see header of each form. • Google permissions • Transportation • Language Use Survey

Document Upload	You may upload registration related documents here. • Birth Certificate • Proof of Address • Immunization/vaccination records • Student Transcript – New High School Students
Signature	Provide an electronic signature to certify that you are the legal parent or guardian of the student and that all information provided is correct.

ADDITIONAL INFORMATION:

- A New Student registration form must be submitted **for each NEW student in your family.**

- Please double-check and verify the accuracy of your student's information. If your student has a middle name, please include it.

- Do not hesitate to contact your student's school for any help or questions.

Frequently Asked Questions (FAQ)

- What is Online Registration?

    o Online Registration is a web-based portal for parents and guardians to submit an application to enroll new students to the FRSD.

- Is my child's information secure?

    o 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?

    o An Online Registration application involves the following steps:
    1. Creating an account
    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 have questions, please contact your school secretary.