

Online Registration Guide

**Online registration must be done in the academic year students are registering for. (i.e. if students are registering for the 2018-19 academic year, then online registration must be created in the 2018-19 academic year)*

Options - Admin Main > Online Registration > Options

Online registration has district and school options. If there is only one registration process for the district, then the process needs to be created and managed at the district. Otherwise, each school can create their own process at the school level. *(School options can be mass edited at the district level)*

District Options	
Manage online registration at district or school level	District
Parents can view/pay fees as part of Online Registration	Yes
Enable Calculation of Registration Fees	Yes
How to determine registration fee waivers	Automatically select fee waivers using lunch program
Issue registration waivers to additional children	No
Allow deposits to student lunch accounts during registration	No
Parents must pay existing balance in addition to registration fees	No
Allow New Student Registration	No
School Options (for returning students) mass edit for all schools	
Use Online Registration	No
Online Registration Start Date	10/30/2017
Online Registration End Date	6/29/2018
Force parents to complete online registration after login	No, allow them to use TeacherEase normally
Create Parent News Feed Item	No
New Registration Approval	
Admins to receive notification emails	Sample Admin
New Family Registration Link:	https://www.teacherease.com/NewFamilyRegistration.aspx?refid=20010d5b-342b-458a-9bfd-f323b0edc31a

At the school level, there are three options for notifying parents that online registration is active. If “No, allow them to use TeacherEase normally” is selected, then parents will have to navigate to the online registration page to complete registration.

Force parents to complete online registration after login

No, allow them to use TeacherEase normally
 No, but show them a message
 Yes

Returning students should register for the 2018-19 school year by 6/30/18.

Please click the online registration link below.

Registration Process - Admin Main > Online Registration > Registration Process

Use “Create Step” to add attachments, links, fees, or messages to the registration process. These are the steps parents will complete during online registration.

Online Registration Process Auto Logout: 7h 53m
 Main > Online Registration > Online Registration Process

Please define the process for your parent/guardians to complete when registering their students for a new school year. This will include a form to fill out online plus any number of printable documents they need to sign and return (or just view).

Student Type: **Both** Grade Level: **All** Academic Year: **2018-19**

Description	Grade Level	Attachments/URL	Track Completion	Student Type	Step Type
Complete Online Registration Form	All		Yes	Both	Form view form edit
Please review the following document(s).	All	Student Handbook.pdf	Yes	Both	Instructions edit delete

Please pay your registration fees. This may be done online or in person.

[Create Step](#) [Copy](#) [Back](#)

Create Online Registration Step Main > Online Registration > Online Registration Process > Create Online Registration Step

Academic Year: 2018-19

*Step Type:

*Student Type:

*Description:

Min Grade Level:

Max Grade Level:

Attachments: No file chosen

External URL:

Track Completion:

Sort:

[Save](#) [Back](#)

* Indicates required fields

Choose a step type: either create a new online form, or add a set of instructions for parents/guardians to complete. Set this step to display for New, Returning or Both types of students. Add a description, select grade levels, add documents or links, and determine sorting. If “Track Completion” is selected, admin will be able to view progress on this step.

Attached documents can be downloaded by parents. Links send the parent to a different website.

Online Form - Admin Main > Online Registration > Registration Process > View Form

The form presents current data to the parent for them to update. This can include standard fields (phone number, home address), or custom fields created in Admin Main > Options > Configure Student Data > Create New Field. The form can also be digitally signed by the parent or guardian. Enable this option by checking the box for a digital signature.

Admin Main > Online Registration > Registration Process > Edit (form)

Online Registration Form				
Auto Logout: 7h 59m				
Main > Online Registration Main > Online Registration Form				
Description	Field	Grade Levels	Optional	
Student Information	Tab			edit
Please complete all student information fields.	Header	All	No	edit delete
Is your child returning?	Student Returning	All	No	edit
Please enter your home address	Physical Address	All	No	edit delete
Please enter your phone number(s)	Phone	All	No	edit delete
Other Student Information	Header	All	No	edit delete
Birthdate	Birth Date	All	No	edit delete
Gender	Gender	All	No	edit delete
Race	Race	All	No	edit delete
Ethnicity of the Student	Ethnicity	All	No	edit delete
Family Information	Tab			edit
Please complete all family information.	Header	All	No	edit delete
Allow family information to be updated?	Yes			edit
Emergency Contacts	Tab			edit
Please complete all emergency contact information.	Header	All	No	edit delete
Allow contact information to be updated?	Yes			edit
Miscellaneous	Tab			edit delete
Please complete all of the following fields.	Header	All	No	edit delete
Is your student allowed to bring their own electronic device to school?	Student Device	6 - 12	No	edit delete

[Create Field](#)

[Preview Form](#)

[Back](#)

New Registration Field

Description:	<input style="width: 95%;" type="text"/>
Field:	<input type="radio"/> Use Existing SchoolInsight Student Field <input checked="" type="radio"/> Create Custom Online Registration Field
Name:	<input style="width: 95%;" type="text"/>
Type:	<input style="width: 95%;" type="text"/>
Min Grade Level:	<input style="width: 95%;" type="text"/>
Max Grade Level:	<input style="width: 95%;" type="text"/>
Sort:	<input style="width: 95%;" type="text"/>
Optional:	<input type="checkbox"/>

Save
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[Tab]
 [Header]
 Birth Country
 Home Phone
 Marital Status
 Mothers Maiden Name
 Native Language
 Previous School Name
 Primary Home Language
 Sample Custom Field
 Sample String
 SSN
 US Entry Date

“Create Field” allows admin to link a new field to the form. The description box is the text the parent will see with the associated value. Choosing “Use Existing SchoolInsight Student Field” will display a list of available default and custom fields, along with entries for Tab (creates a new tab in the online registration pane) and Header (provides directions for that pane). Choosing “Create Custom Online Registration Field” will create a field that is only used for Online Registration, and will appear in a separate tab in the student record on Students - Single View.

Grade level and sorting can then be selected. The registration field can also be marked as optional.

**See the example below for more information on how the form looks to parents*

Using preview, we can view the form as a parent.

Admin Main > Online Registration > Registration Process > Edit Form > Preview Form

Online Registration Form Preview Auto Logout: 1h 04m
 Main > Online Registration Main > Online Registration Form > Online Registration Form Preview

Select a student or grade level and you'll see the online registration form as it is displayed for parents.

Student: * ? **Sample Student**
 Grade Level:

Academic Year:

Student Information	Family Information	Emergency Contacts	Miscellaneous	Contact Information
Please complete all of the following fields. Header				
Does your student walk to school?		<input type="text" value="Yes"/> <input type="button" value="v"/>		
Verify your child's date of birth.		<input type="text" value="3/15/2008"/> <input type="button" value="calendar"/>		
Gender		<input type="text" value="Female"/> <input type="button" value="v"/>		
Race Description		Check all that apply: <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
Ethnicity		<input type="text" value="Not Hispanic"/> <input type="button" value="v"/>		
Please confirm your student's place of birth.		<input type="text" value="Sample"/>		

TABS

Field

The above example shows five tabs, one header, six fields and descriptions for those fields. The fields are loaded with student data and the parents can update them if necessary.

Registration Fees - Admin Main > Online Registration > Registration Fees

Fees can be added as a part of registration. There are options to select the account and category, as well as different fields for different student statuses.

Create Registration Fee

Description:	<input type="text"/>												
Mandatory/Optional:	Mandatory ▼												
Fee Amount:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Student Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Paid</td> <td><input type="text"/></td> </tr> <tr> <td>Free</td> <td><input type="text"/></td> </tr> <tr> <td>Reduced</td> <td><input type="text"/></td> </tr> <tr> <td>Direct Certified</td> <td><input type="text"/></td> </tr> <tr> <td>Registration Fee Waiver</td> <td><input type="text"/></td> </tr> </tbody> </table>	Student Type	Amount	Paid	<input type="text"/>	Free	<input type="text"/>	Reduced	<input type="text"/>	Direct Certified	<input type="text"/>	Registration Fee Waiver	<input type="text"/>
	Student Type	Amount											
	Paid	<input type="text"/>											
	Free	<input type="text"/>											
	Reduced	<input type="text"/>											
	Direct Certified	<input type="text"/>											
Registration Fee Waiver	<input type="text"/>												
Accounts and categories:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th> <th>Account</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Jason's Demo Elementary</td> <td>General ▼</td> <td>Registration Fee ▼</td> </tr> <tr> <td><input type="checkbox"/> Jason's Demo High School</td> <td>General ▼</td> <td>Registration Fee ▼</td> </tr> </tbody> </table>	School	Account	Category	<input type="checkbox"/> Jason's Demo Elementary	General ▼	Registration Fee ▼	<input type="checkbox"/> Jason's Demo High School	General ▼	Registration Fee ▼			
School	Account	Category											
<input type="checkbox"/> Jason's Demo Elementary	General ▼	Registration Fee ▼											
<input type="checkbox"/> Jason's Demo High School	General ▼	Registration Fee ▼											
Grade Levels:	<input type="checkbox"/> 00 <input type="checkbox"/> 3 <input type="checkbox"/> 9 <input type="checkbox"/> UN <input type="checkbox"/> EC <input type="checkbox"/> 4 <input type="checkbox"/> 10 <input type="checkbox"/> EE <input type="checkbox"/> PK <input type="checkbox"/> 5 <input type="checkbox"/> 11 <input type="checkbox"/> SM <input type="checkbox"/> K <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> SS <input type="checkbox"/> 1 <input type="checkbox"/> 7 <input type="checkbox"/> PG <input type="checkbox"/> 22 <input type="checkbox"/> 2 <input type="checkbox"/> 8 <input type="checkbox"/> Other												

Save
Back

Student Registration Status - Admin Main > Online Registration > Student Registration Status

Once parents have completed online registration, you can view their status.

Student Registration Status						
Main > Online Registration > Student Registration Status						
Auto Logout: 1h 00m						
Online Registration Form Status: All ▼ Registration Fee Waiver and Lunch Status: All ▼ Registration Status: All ▼ Grade Level: All ▼ Student Returning: All ▼ Payment Status: All ▼ Academic Year: 2016-17 ▼						
Grade Level	Student	Online Registration Form Status	Student Returning	Registration Fee Waiver and Lunch Status	Payment Status	Registration Status
3	Arias, Rachelle A	Awaiting Review		None	Not Paid	No Contact Yet view edit apply fees delete
3	Dole, Bob A	Not Completed		Free	Not Paid	No Contact Yet view edit apply fees delete

“Edit” allows you to view the status of a specific student, the form can be reviewed, changes saved or reverted, fees applied, and statuses marked as complete. This can also be done en masse using “mass edit.”

Auto Logout: 1h 04m
Edit Registration Status
Main > Online Registration > Student Registration Status > Edit Registration Status

Student: Epperly, Reagan A Academic Year: 2016-17

Student Returning:

Registration Status:

Online Registration Form Status: Awaiting Review

Registration Fee Waiver and Lunch Status: None

Payment Status:

Notes:

Step	Description	Complete
1	Complete Online Registration Form <i>Parent has made changes</i>	Awaiting Review review
2	Please download and sign the attached document. Sample Reg Packet.pdf	<input type="button" value="No"/>
3	Please follow the link and complete the online form.	<input type="button" value="No"/>

Save
Mark all complete
Save & Apply Registration Fees to Student Account(s)
Create Free-Reduced Lunch Application
Back

Reports - Admin Main > Online Registration > Registration Details


The registration details report gives you information about parents' progress through the process.

FRLA

Free-reduced lunch applications can be created as part of the online registration process.

Parent View

Parent Portal - Main with Online Registration Reminder

Auto Logout: 1h 04m
Parent Main 

Welcome! TeacherEase helps teachers better communicate with parents and improve student performance. Choose any link below to view information about your student.

Announcement - Returning students should register for the 2016-17 school year by 6/1/16.
Please click the online registration link below.
[Online Registration](#)

Quick Links

Classes / Subjects

Assignments & Lessons

Grades

Attendance

Send Email

Email Logs

Calendar

Update Password / Profile

News Feed

Show More

This Week At A Glance

Today

No events today

Parent Portal - Online Registration - Register New Student or Re-register

Auto Logout: 1h 04m
Main > Online Registration

How would you like to register your students for the next school year.

Register a new student(s) to the district

Re-register existing student(s)

Student Name
Grade Level

Plantz, Maria A 3

Continue

Parent Portal - Online Registration Main - Single Student

Parent Main > Online Registration



Please complete all the steps below to register your student(s) for the upcoming school year.

Registration Year: 2016-17

Student	Step	Description	Complete
Houchens, Shawn A Lencioni Demo 3	1	Complete Online Registration Form	complete form
	2	Please download and sign the attached document. Sample Reg Packet.pdf	
	3	Please follow the link and complete the online form. https://docs.google.com/a/common-goal.com/forms/d/1b2HaP104xYnHhWaYwDLeuX0RZMVVbquOt_70MgdoYs/viewform	

Payments - Please select any optional fees and pay mandatory fees to complete your student's registration. [pay fees](#)

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Parent Portal - Online Registration Main - Multiple Students

Online Registration
[Parent Main](#) > [Online Registration](#)

Please complete all the steps below to register your student(s) for the upcoming school year.

Registration Year: 2016-17

Student	Step	Description	Complete
Thomas, Stormy A Lencioni Demo 3	1	Complete Online Registration Form	complete form
	2	Please download and sign the attached document. Sample Reg Packet.pdf	
	3	Please follow the link and complete the online form. https://docs.google.com/a/common-goal.com/forms/d/1b2HaP104xtYnlhWaYwDLuX0RZMVWbquOt_70MgdoYs/viewform	
Thomas, Jewel A Lencioni Demo 3	1	Complete Online Registration Form	complete form
	2	Please download and sign the attached document. Sample Reg Packet.pdf	
	3	Please follow the link and complete the online form. https://docs.google.com/a/common-goal.com/forms/d/1b2HaP104xtYnlhWaYwDLuX0RZMVWbquOt_70MgdoYs/viewform	

Payments - Please select any optional fees and pay mandatory fees to complete your student's registration. [pay fees](#)

[Create Free-Reduced Lunch Application](#)
[Back](#)

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Parent Portal - Online Registration Form

Registration Form
[Parent Main](#) > [View Student Registration](#) > [Registration Form](#)

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Save' when complete.

Student: Houchens, Shawn A

Student Information
Family Information
Emergency Contacts
Miscellaneous
Contact Information

Please complete all student information fields.

Is your child returning? Yes

[Save](#)
[<< Prev](#)
[Next >>](#)
[Back](#)

Registration Form
[Parent Main](#) > [View Student Registration](#) > [Registration Form](#)

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Save' when complete.

Student: Thomas, Stormy A

Student Information
Family Information
Emergency Contacts
Miscellaneous
Contact Information

Please complete all emergency contact information.

[Add Emergency Contact](#)

[Save](#)
[<< Prev](#)
[Next >>](#)
[Back](#)

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If you have chosen to add a digital signature to your online registration form, the digital signature box will appear once the parent saves the completed form for each student.

Digital Signature and Submit Form ✕

By digitally signing below, you are certifying that the information provided is true. School officials may verify the information on the application.

Digital Signature:

Signature Date: 1/31/2018

Submit Form
Cancel

Parent Portal - Online Registration Fees - Single Student

Pay Registration Fees
Main > Online Registration > Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2016-17

Student	Selected	Fee	Amount
Houchens, Shawn A Lencioni Demo 3 Free Lunch Student	<input checked="" type="checkbox"/>	Registration Fee	\$0.00
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ <input style="width: 80px;" type="text" value="0"/>
Subtotal:			\$0.00
Payment Total:			\$0.00

Continue
Printable
Back

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Parent Portal - Online Registration Fees - Multiple Students

Pay Registration Fees Main > Online Registration > Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2016-17

Student	Selected Fee	Amount
Thomas, Stormy A Lencioni Demo 3 Paid Student	Registration Fee	\$5.00
	<input type="checkbox"/> Deposit for student lunch account (optional)	\$ 0
Subtotal:		\$5.00
Thomas, Jewel A Lencioni Demo 3 Paid Student	Registration Fee	\$5.00
	<input type="checkbox"/> Deposit for student lunch account (optional)	\$ 0
Subtotal:		\$5.00
Payment Total:		\$10.00

Continue
Printable
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New Student Registration

Overview

For new students to register, online registration must be open for the academic year for which they intend to register. The year for which they register can be future.

New Registration Approval (*Online Registrations > Options > New Registration Approval*)

Determine which admin will receive notification emails when new students register.

(Only District Admin, or School Admin with Student Edit permissions will be listed on this page)

New Registration Approval

Admins to receive notification emails

Sample Admin
 Michael Lencioni

Save
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The process for registering a new student is different depending on if the family is new to the school or not.

Family is New to the School - (Online Registration > Options)

Distribute the “New Family Registration Link” to new families.

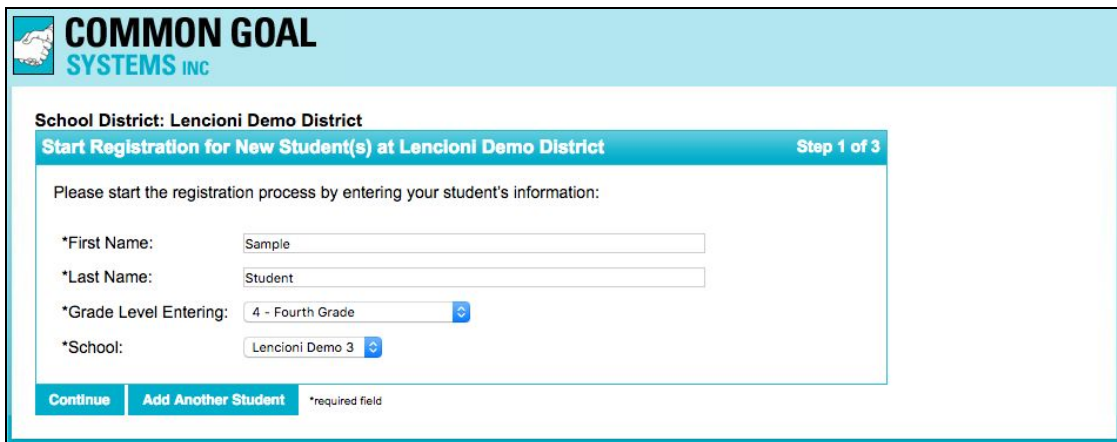
New Registration Approval	
Admins to receive notification emails	Sample Admin
New Family Registration Link:	https://www.common-goal.com/NewFamilyRegistration.aspx?refid=401883e0-d529-47be-b207-a2affe2b973c
<input type="button" value="Edit"/> <input type="button" value="Back"/>	

The link is unique to each school district.

Parents navigate to the link and enter student and parent information. If there are multiple schools in a district, parents will use the “School” dropdown to determine for which school their students are being registered. Parents can register students at multiple school in the same form.

Parents can only enter two custodial contacts for the initial registration. They can add more as part of online registration.

Parent View - New Student Registration - Student Information



Parent View - New Student Registration - Parent Information


COMMON GOAL SYSTEMS INC

School District: Lencioni Demo District

Add Parent/Guardians
Step 2 of 3

Please enter the contact information for custodial parent/guardian(s) (emergency contacts are added later):

*First Name:

*Last Name:

*Email:

*Relationship:

Phone Number: Type:

[Continue](#)
[Add Another Parent/Guardian](#)
[Back](#)
*required field

Parent View - New Student Registration - Review

School District: Lencioni Demo District

Confirm Information
Step 3 of 3

Confirm your information:

Student(s):

First Name	Last Name	Grade Level	School
Sample	Student	4 - Fourth Grade	Lencioni Demo 3

Parent/Guardian(s):

First Name	Last Name	Email	Relationship	Phone Number	Phone Type
Sample	Parent	sparent@sample.edu	Mother	1231231234	Cell

[Confirm and Submit](#)
[Back](#)

Parent View - New Student Registration - Complete

Request Successfully Completed

Thanks for starting the registration process for your new students. There are a few more steps required before the new students can attend school. The school staff will review this information and send you an email when you can continue with Online Registration

Ok

Family Already Has a Student at the School

If the family already has a student at the school, they can register the new student as part of online registration.

Auto Logout: 1h 04m
Online Registration
Main > Online Registration

How would you like to register your students for the next school year.

Register a new student(s) to the district
 Re-register existing student(s)

Student Name	Grade Level
Plantz, Maria A	3

Custodial Parent information is loaded from the other students in that family. The parent has the ability to choose the relationship, or to not add the parent to the student.

Step 2 of 3
School District: Lencioni Demo District

Add Parent/Guardians

Please enter the contact information for existing and/or new parent/guardian(s)

First Name	Last Name	Email	Relationship	Add to Student(s)
Steve	Plantz		<input type="text"/>	<input checked="" type="checkbox"/>
Jill	Plantz	JPlantz@fakeparentemail.com	<input type="text"/>	<input checked="" type="checkbox"/>
Henry	Plantz	HPlantz@fakeparentemail.com	<input type="text"/>	<input checked="" type="checkbox"/>
Brenda	Epperly	BEpperly@fakeparentemail.com	<input type="text"/>	<input checked="" type="checkbox"/>

*required field

The parent will not be able to complete online registration until an admin approves the new student.

New Student Registration - Admin Approval *(Online Registration > Process New Families)*

If a family registers new students at multiple schools in a district, the application must be approved from the school district level.

Admin can approve or decline new students. Approving or declining a request sends an automatic email to the requesting parent. The approval email contains parent login information.

Auto Logout: 1h 04m
Main > Process New Families

These are the requests from new families waiting to be processed. Clicking on 'Approve' will create the new students and any new parents/contacts. This will also send out a confirmation email to contacts (with 'Custodial' status) with information of how to login and access your school's online registration form. Clicking 'Decline' will not create the new student or contacts and send out a declined email.

Academic Year: 2016-17

Contacts							Students					
First Name	Last Name	Email	Relationship	Phone Number	Phone Type	Custodial Parent/Guardian	First Name	Last Name	Grade Level	School	Approve	Decline
Jane	Doe	jdoe@newparent.com	Mother	2223334444	Cell	<input checked="" type="checkbox"/>	Katie	Doe	Kindergarten	Lencioni Demo 3		
John	Doe	jdoe@newparent.com	Father	2223334444	Cell	<input checked="" type="checkbox"/>	Emma	Doe	Sixth Grade	Lencioni Demo 2		
First Name	Last Name	Email	Relationship	Phone Number	Phone Type	Custodial Parent/Guardian	First Name	Last Name	Grade Level	School	Approve	Decline
Sample	Parent	sparent@sample.edu	Mother	1231231234	Cell	<input checked="" type="checkbox"/>	Sample	Student	Fourth Grade	Lencioni Demo 3		

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 Show Declined Requests

Once a new student is approved, parents will be prompted to complete online registration the next time they log into the site.