

Welcome to Online Registration For Returning Students

Step #1

In order to proceed with online registration you **MUST** have the following:

1. An active email address on file at your student's campus matching the email that you use to set up your Parent Portal Account.
2. An active Parent Portal Account.
3. Verified email address through Parent Portal.
4. A printer.

Note: If you do not have an active email address on file or an active parent portal account, you can update your email or request a parent portal ID from your student's campus. Campus hours will resume July 30, 2018.

Important Tips:

- Please use **Microsoft Explorer or Google Chrome** to access Online Registration (Firefox is NOT compatible and will not display correctly the forms correctly).
- Please type in **ALL CAPS**.
- Please read all instructions carefully.

Step #2

To access the Online Registration forms through Parent Portal.....

- Log into Parent Portal > Summary tab > View/Edit Forms button under each child.
- Click Online Registration Forms box
- Complete ALL three selections (Registration, Contacts, Registration Forms).

HINTS:

- **Registration Form** – On this form you will update your student's address and phone number. If you have a PHYSICAL address changes, please submit an updated Proof of Residency to your student's campus. The change will NOT take effect until the required documentation is received. Push "Save Changes."
- **Contact Form** – On this form you will update all contact information. Note: You will need to utilize the dropdown box at the top of this form to change between contacts if

you are updating multiple contacts. (Record 1, Record 2, etc.) You are also able to add/delete contacts on this page. Push "Save Changes."

- **Online Registration Forms (English)** – You will be able to open this link and electronically fill out all necessary documents for Registration. Please remember to type in ALL CAPS and fill out all documents completely.

Hints:

- You can electronically date these pages and the date will populate on all additional pages.
- No electronic signatures are accepted. You must print the documents out and sign each document when applicable in ink.
- Do not push the "Accept/No Changes" button on this form. It is required that you populate these forms and print them out to return them at the Registration nights.

Step #3

PLEASE PRINT ALL COMPLETED FORMS

AND BRING TO REGISTRATION ON AUGUST 1st OR 7th

@ JARRELL HIGH SCHOOL

FROM 3:00 PM TO 8:00 PM

HINTS:

- **PRINT SINGLE-SIDED**
- **REVIEW AND SIGN ALL FORMS PRIOR TO ARRIVING TO REGISTRATION (Electronic Signatures are NOT accepted)**
- **Apply for Free/reduced lunch online at <https://www.schoolmealapp.com>**

THANK YOU FOR YOUR COOPERATION AND WE HOPE THAT THIS HAS BEEN AN ADDED CONVENIENCE IN ASSISTING THE DISTRICT WITH ALL NECESSARY DOCUMENTATION REQUIRED FOR YOUR STUDENT TO BE REGISTERED FOR THE CURRENT SCHOOL YEAR!!!