

ONLINE REGISTRATION HELP GUIDE

Online Registration is available for families who currently have students enrolled in Central DeWitt Community School District.

You must first have a Parent Portal account. If you do not have a portal account you can contact: Sarah Johnston at sarah.johnston@cd-csd.org or at 563-659-4711.

Once you have a Parent Portal account, simply log into your account and the link to register online will be in your message Inbox.

Important Things to Know before you get started:

- The registration process can take 20 minutes based upon your family size and number of non-household emergency contacts you enter for each student.
- Existing families will have most of the information already completed but you must still review and save/continue each tab to proceed.
- Required fields display with a red asterisk (*). All asterisked fields must be completed under each tab to proceed to the next.
- Once you have completed each tab, the tabs will be shown in green and the final screen there will be a Submit icon you must click to complete the registration. Then proceed to Payments in your parent portal to pay fees.
- Examples of the various tabs/screens follow in these instructions.

After you confirm/edit information, use the Next button until you only have the option for Previous or Save/Continue. Do not click Save/Continue if you have a Next button available.

* Indicates a required field

The screenshot displays a progress bar at the top with six steps: Household (active), Parent/Guardian, Emergency Contact, Other Household Member(s), Student, and Completed. Below the progress bar is a form titled 'Home Phone'. The form contains a label 'Home Phone' and a text input field with a red asterisk indicating it is a required field. A 'Next >' button is highlighted with a red box. Below the form is a 'Home Address' section with a 'Save & Continue' button that has a red 'X' over it, indicating it is not available.

The Household tab is the first section you will need to complete. Simply enter your Home Phone and your Home Address. Your Home Phone can be a cell phone, use the phone number you want to be contacted at whenever needed. Once you have completed a section, the tab will turn **green** to show it is complete. See below.

* Indicates a required field

✓ Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Other Household Member(s) ▶ Student ▶ Completed

Parent/Guardian Name:

Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name *

Middle Name

Last Name *

Suffix

Birth Date *

Gender *

Please check this box if this person lives at the address listed below.

331 E 8th St
DeWitt, IA 52742

Next ▶

Contact Information

Save/Continue Cancel

The next section to complete is the Parent/Guardian tab. The first screen under the Parent/Guardian tab is Demographics; you will need to enter the First Name, Last Name, Birth Date and Gender of the parent completing the registration. The Parent Birth Date is required because it helps the software differentiate between parents with the same first and last name. Click on Next to go to the second screen under this tab called Contact Information, which asks for phone numbers – an email address is required at this screen.

* Indicates a required field

✓ Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Other Household Member(s) ▶ Student ▶ Completed

Parent/Guardian Name:

Demographics

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Contact Preferences
Emergency High Priority Attendance Behavior General Teacher Private

Cell Phone

Work Phone

Email ✓ ✓ ✓ ✓ ✓ ✓ ✓

OR

Has no e-mail

Secondary Email

Previous

Click Save/Continue to proceed to the next tab above

Save/Continue Cancel

Once you have completed the Parent/Guardian section, the tab will change to [green](#).

* Indicates a required field



Emergency Contact

First Name	Last Name	Gender	Completed
<u>IN AN EMERGENCY, if parent/guardian cannot be contacted, please call and/or release my child to one of the following Emergency Contacts listed. Proper identification will be required before a student is released.</u>			
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.			
✓ - Indicates that person is completed.			

Add New Emergency Contact

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The next section to complete is Emergency Contact. DO NOT enter parent/guardian information here. This section is for an individual you want called if you cannot be reached. In this section you will need the first name, last name, gender, at least one phone number and address of the emergency contact. You can add more than one emergency contact. Once you have completed the Emergency Contact section, the tab will change to [green](#).

* Indicates a required field



Other Household Member(s)

First Name	Last Name	Gender	Completed
<u>DO NOT INCLUDE PARENT/GUARDIAN OR STUDENT(S) YOU ARE REGISTERING</u>			
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.			
✓ - Indicates that person is completed.			

Add New Household Member

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Save/Continue

The next section to complete is Other Household Member(s). This section is for individuals that live in your household that are not the parent/guardian and are not the student. This could be a grandparent, aunt, uncle, friend, etc. This is NOT a mandatory screen, so you can click on Save/Continue and proceed to the Student tab.

* Indicates a required field



Student

First Name	Last Name	Gender	Completed
<u>Description of Add Student</u>			
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.			
Green - Indicates that person is completed. YOU MUST CLICK SAVE/CONTINUE and then SUBMIT.			

Add New Student

← Click on Add New Student to start entering student information

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The Student section is where the majority of information will be entered. Remember to Click on Next whenever it is shown to continue through each area under the Student section. Please note that several questions in this section we are required to gather for state and/or federal reporting.

* Indicates a required field



Student Name:

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

First Name *	Gender *	Enrollment Grade *
Middle Name	Birth Date *	Is student homeless*
Last Name *	Date Entered U.S. *	<input type="radio"/> Yes, this student is homeless
Suffix	Foreign Exchange*	<input type="radio"/> No, this student is not homeless
Nickname	<input type="radio"/> Yes, this is a foreign exchange student	
	<input type="radio"/> No, this is not a foreign exchange student	

Next >

Click on Next until you have completed all the Student information then click on Save/Continue

- ▶ Race Ethnicity
- ▶ Language Information
- ▶ Previous Schools
- ▶ Military
- ▶ Relationships - Parent/Guardians
- ▶ Relationships - Emergency Contacts
- ▶ Health Services - Emergency Information
- ▶ Health Services - Medical or Mental Health Conditions
- ▶ Health Services - Medications
- ▶ Release Agreement - Media
- ▶ Release Agreement - Field Trip
- ▶ Release Agreement - Technology

Save/Continue Cancel

When you have completed the Release Agreement-Technology click on Save/Continue. You will then be able to Add Another Student.

* Indicates a required field



Student

First Name	Last Name	Gender	Completed	
Little	Test	M	✓	Edit

Description of Add Student

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed. YOU MUST CLICK SAVE/CONTINUE and then SUBMIT.

If you have completed all required sections for a student, you will have a check mark in completed.

[Add New Student](#)

Click on Add New Student to add another student or click on Save/Continue to proceed to the next section

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[Save/Continue](#)

If you have no other students to add, click on Save/Continue. The Student tab will then be **green** and you will see this screen. You must click on Submit to have a completed registration. The final step is to pay student fees. Required and optional fees to be paid can be found under payments in your Parent Portal.

* Indicates a required field



You must submit your application by clicking the following button. After submitting, please log into your parent portal, proceed to payments to pay fees due immediately.

[Submit](#)

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

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[Application Summary PDF](#)

