

## TECHNICAL INSTRUCTIONS FOR ONLINE REGISTRATION

### Catalina Foothills School District

Please read the instructions below to learn how to successfully register your child(ren) for school using the online registration process.

The individual school sites may have school-specific forms. Please contact your child's school to find out if there are any school-specific forms that need to be completed. School-specific forms are not part of the district's online registration process.

- Please select the correct school year at the beginning of the online registration process. If the registration is completed with the incorrect school year, you will need to complete the process again with the correct school year.
- You can click through different modules on the left side of the screen, but it is recommended that you use the "Save and Continue" button to ensure the information is saved.
- A parent/guardian will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed at the school site.
- If you are a returning family, your information will already be on file in the online registration application and only needs to be verified and updated as necessary.
- Please use only the legal name of the student(s) and parent(s)/guardian(s) when registering your child(ren).
- The address that you enter for registration must match the address on the *Arizona Residency Documentation Form* and the two additional sources for proof of residency.
- Please do not list a parent(s)/guardian(s) as an emergency contact on the "Emergency" screen. This screen is only for **additional** emergency contacts in case a parent/guardian cannot be reached. Parents/guardians are always considered emergency contacts.
- When creating parent/guardian relationships on the first "Relationships" screen, it is important that you indicate ALL relationships and rights so that your child will only be released to the appropriate parent(s) and/or guardian(s).
- The registration process is not complete until all required forms and documents have been **uploaded or submitted** to the school. Notification that the online registration application has been "accepted" does not mean that your child is officially enrolled. The school will need to verify the accuracy of all required forms and documents.
- The registration may be denied if any of the information entered as part of the online registration process is deemed false or misleading.

If you need assistance with the online registration process, please contact the main office at your child's school. Thank you for your cooperation. We look forward to welcoming your family to the Catalina Foothills School District.