Norwalk Student Registration Using Online Registration (OLR)

Registration of students will be done by the parent/guardian in the PRIMARY HOUSEHOLD for the child. Secondary household information will be added to Infinite Campus system at a later date.
Preferred web browsers are Chrome and Firefox. Be sure Pop-Ups are not blocked on the web browser.

1. Find the link to register your student:

    a. If you <u>have</u> children in your household currently attending Norwalk PK-12, Serendipity PK, or Stepping Stones PK (*not other PK centers*):

        i.   Log onto the Parent Portal. *If you do not have a portal account or need help accessing it, fill out this form:* https://goo.gl/HnHVRL .

        ii. Look in the Portal INBOX.

        iii. Use the link for "family **has** students…"
             You will add your Kindergarten student AND update information/complete registration for all students in the household for 16-17 school year. This replaces the paper registrations that took place in May/August in the past.

        iv. Click **Begin Registration**.

OR

    b. If you <u>do not have</u> any children in your household in grades PK-12 at Norwalk, Stepping Stones, or Serendipity this year, go to: *http://tinyurl.com/NewFamilyOLR*

    c. Click **Start a New Registration**.

    d. Complete the information. Fields with * are required.

        For the Security Code, click the blue circle/arrows to get one that is easy to read. Be sure to use capital letters as shown. *Do not enter any spaces.*

        WRITE DOWN the confirmation # you are given.

2. A new screen will pop up. Type your name as preparer of the registration. Click **Submit**.

3. Read the notes; gather the information needed. For copies of documents that will need to be uploaded, you may take a picture with your phone, or create an electronic version with a scanner.
    New students will need copies of: (a) birth certificate, (b) proof of residency (http://www.norwalkschools.org/registration/acceptable-proof-of-residency/., and (c) immunization record.
    Kindergarten and Grade 9 also need a dental screening form completed by a Dentist http://www.norwalkschools.org/wp-content/uploads/2015/09/dental-form-2014.pdf .   You will also need address and phone of Emergency Contacts other than parents.

4. The menu of information to complete is across the top. As you complete each section, the application will naturally go on to the next section.

5. If you see information in yellow background, the information needs to be reviewed or completed. In the example below, information about each parent needs to be reviewed, and all required information completed.

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Parent 1		M		Existing	Edit/Review
Parent 2		F		Existing	Edit/Review

6. This is the first screen of many. As you complete each screen, click **Next** at the bottom.

▼ Home phone

| Home Phone (NOT cell) | | Emergency | Contact Preferences High Priority | Attendance | Behavior General Private |

Description of Contact Preferences
Emergency - Marking this checkbox will use this method of contact for emergency messages.
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
Private - Mark if number should be listed as private.

You may mark items in both Voice and Text (if you have those services available).

Next ▶

7. Copies of some documents are required.

You will see a blue button with a description of the form to be uploaded. Click the button and attach a photo of the document requested.

Links to additional information are available throughout the application.

8. Skip the Other Household section. Secondary household information will be collected at a later date. Click **Save/Continue**.

Other Household

First Name	Last Name	Gender	Completed	Record Type

Please SKIP this section. Click SAVE & CONTINUE.

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

✔ - Indicates that person is completed.

Add New Household Member

Back   Save/Continue

9. When other students are in the household, Edit/Review all students listed. If adding a new student for 16-17, use the Add New Student button. When you are done, all of the students for which this is the **primary household** should be listed.

Student

First Name	Last Name	Gender	Completed	Record Type	
		M		Existing	Edit/Review

Please include all students that need to be enrolled.

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

✓ - Indicates that person is completed.

Add New Student

10. When entering the Contact Sequence for parents, if "1" and "2" are not available, select higher numbers (7,8) at first. Save and move to the next screen.

▶ **Relationships - Parent/Guardians**

***Contact Sequence**: If the correct number is not available, <u>use a high number for now</u> and continue the application until you have c Contacts. After those sequence numbers are set, return to this page to set parent sequence.

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*
	Son/Father ▼	✔	✔	✔	✔		▼
	Son/Mother ▼	✔	✔	✔	✔		▼

On the Emergency Contacts page, change the Contact Sequence to desired order, <u>not using #1 and #2</u> if needed for parents.

Finally, go back to the parent page and enter correct sequence numbers.

▼ **Relationships - Emergency Contacts**

A minimum of (1) Emergency Contact is required.*

Name	Relationship*	Contact Sequence*
	Emergency Contact ▼	3 ▼
	Emergency Contact ▼	4 ▼
	Emergency Contact ▼	5 ▼

11. REGISTRATION FINAL NOTES
    a. You must click **Submit** at the end.
    b. If you were unable to upload any required documents (Ex: birth certificate), the registration will be incomplete until they are submitted via email to registrar@norwalk.k12.ia.us or presented to District Office.
    c. Contact the registrar at District Office for additional assistance. (515 981-0676) or email registrar@norwalk.k12.ia.us .

12. **Payment of Student Fees is not done in the registration system – it's done through our Revtrak payment system.**
    a. https://norwalk.revtrak.net/
    b. Click on the Infinite Campus Fee Payments button.
    c. Enter your Parent Portal email address (that serves as the Revtrak username)
    d. Fill in a child's birthdate.
    e. Add fund amounts to the payments you want to make
    f. Checkout (it will use the same card you had on file for nutrition payments in the past)
13. **Early Registration Deadline is June 15th. Payments made after June 15th will not be eligible for the early discount rates.**