Parent/Guardian Information

Last Modified on 10/22/2022 9:45 am CDT

This documentation applies to both versions of Online Registration, with limited functionality for the non-Prime version (see below).

Classic View: Portal > Online Registration

Search Terms: Online Registration

Parent/Guardian Information | Demographics | Contact Information | Migrant Worker (Prime Only) | Impact Aid (Prime Only)

Parents and guardians are those individuals that have legal authority and make decisions on behalf of the student(s). Click the **Add New Parent** button to begin.

Parent/Guardian Information

For returning students, the parent/guardian on file displays. If there is information that is missing, the name is highlighted. To make changes and complete the missing fields, click the **Edit** button. To add a new parent/guardian, click the **Add New Parent/Guardian** button.

Existing Parents/Guardians cannot be removed from an annual update application. Contact the school for guardian changes.

Existing Parent/Guardian

Demographics

1. Enter the following information for the parent:
    - **First Name**
    - **Middle Name**
    - **Last Name**
    - **Birth Date**
    - **Gender**
2. By default, we leave the **Please check this box if this person lives at the same address as the student** checkbox marked for the people that live at the address listed below. If this is not true (such as divorced/separated parents), the parent would remove the check mark and either add the new address or check the box, **I will not provide an address for this parent**.
3. Click the **Next** button.

Adding Parents/Guardians

Contact Information

1. Enter the following about the parent's contact information:
    1. **Cell Phone**
    2. **Work Phone**
    3. **Other Phone**
    4. **Email** (if no email, mark the **Has No Email** checkbox). This field populates from the very first application screen.
2. Determine the **Contact Preferences** for each entered contact. Definitions are provided for each type of preference.
3. Click the **Next** button.

Parent/Guardian Contact Information Pleat

Migrant Worker (Prime Only)

1. If the parent is a migrant worker, mark the **Migrant Worker** checkbox.
2. Click the **Next** button.

Parent/Guardian Migrant Worker Pleat

Impact Aid (Prime Only)

This is a core pleat. The image below displays an example of how the Impact Aid pleat can be set up.

1. Mark whether the parent/guardian is a member of the military.
2. Click the **Save** button.

Parent/Guardian Impact Aid Pleat

Data entry for the parent/guardian is complete. The screen will return to the first page of the Parent entry screens where additional parents/guardians can be entered.

To enter additional parents/guardians, click the **Add New Parent** button. Repeat the instructions noted above If no further parents/guardians need to be entered, click the **Save/Continue** button.