

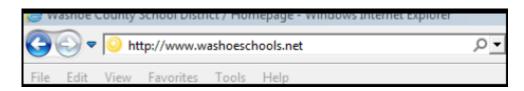
Welcome Parents/Guardians to
Washoe County School District
Online Registration
for New Students
Enrolling in
Washoe County School District

Welcome to Online Registration

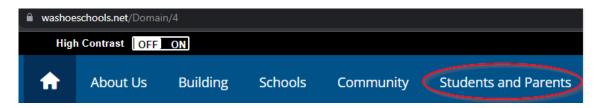
This registration process eliminates filling out numerous forms for each student and is the first step in registering your student with WCSD (Washoe County School District).

To start online registration, parents/guardians will go to the WCSD Website – www.washoeschools.net

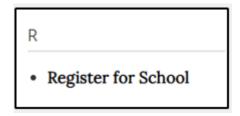
On your home computer or Kiosk computer at the school site, type in www.washoeschools.net in the address bar. This process works best when using Google Chrome, Microsoft Edge, or Fire Fox as your browser.



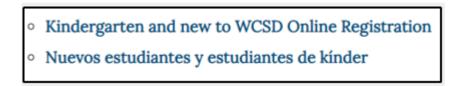
Click on the **Students and Parents** tab. A drop-down menu will appear.



Under the **R** section click on **Register for School**.



Scroll down to select Kindergarten and New to WCSD Online Registration.



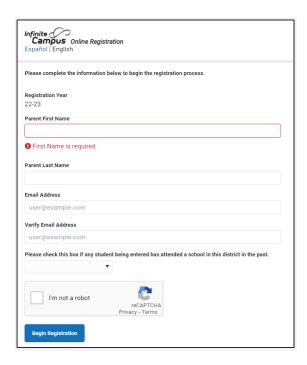
Registration Year cannot be changed. Proceed with Online Registration to register your child for the current year even if Registration Year indicates the next school year. The student's school will correctly complete the enrollment process for the current year.

Note: A parent/guardian who does not have an email address may use registration@washoeschools.net for registration purposes. The secretary at the school site will retrieve the returned email so the parent/guardian can continue with registration.

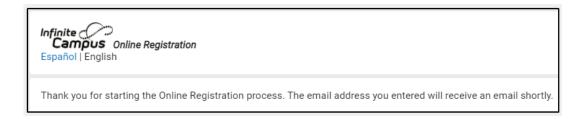
Click year, then click Next.



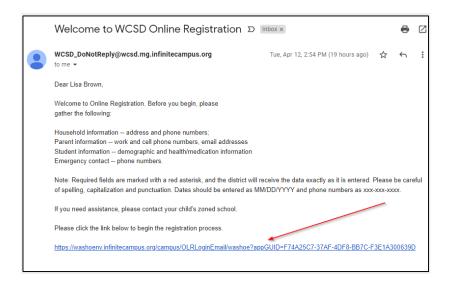
Complete the information below to begin the registration process. Click **Begin Registration**.



You will receive an email thank you for starting the process.



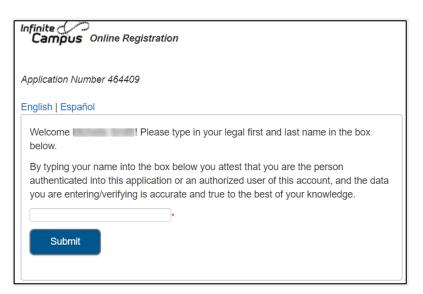
You will receive an email with the <u>link</u> to begin the registration process.



Select which language you would like to use to complete the application.

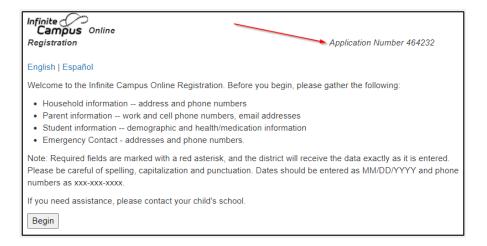


Type your name in the box. Click **<u>Submit</u>** to go to the next step.



Once the application opens, in the upper right-hand corner you will see your **Application Number**. Write the number down, the school will need this number in case you need assistance.

Click Begin



Household Information PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS

All required fields with an RED asterisk * must be completed for each section before moving on.

Type in the Household (Primary) phone number



Click Next



Type in the Household (Home) address information. Only enter the **Physical** address here, you will be able to enter a PO Box on the next screen.

As you type in the address it will appear below "Your address as entered above" to help verify that the address is correctly entered.

Click Next

If there is an additional mailing address such as a PO Box, check mark the Post Office Box field, enter the Box Number, City, State and Zip.

If there are no additional mailing addresses, click the check box indicating "<u>The household has no separate</u> *Mailing Address*."

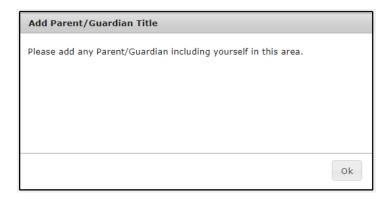
Click Save



You have now completed the household phone number, address, and secondary address information.

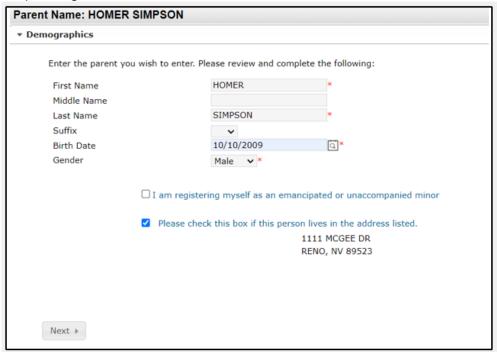
Add Parent/Guardian Information

You must add all parents/guardians, including yourself.



Enter the parent/guardian's directory information.

- Type in the parent/guardian's legal <u>First Name</u>, <u>Middle Name</u>, and <u>Last Name</u>. Please use legal names only. You may enter a middle initial if you do not want to enter the middle name
- Enter Birth Date. This helps in finding the correct person in Infinite Campus.
- Choose a Gender.
- Emancipated or unaccompanied minors must not have any additional students on the OLR application. Contact your school for assistance with this checkbox if you qualify.
- Check in the checkbox if the person being added lives at the same address as the student. Do not check this box if the parent/guardian lives at another address.



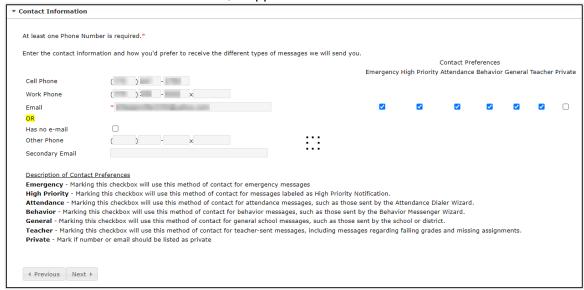
Click Next

Parent/Guardian Information Continued

Enter parent/guardian phone numbers and email information. (You must enter an email address or check the <u>Has no email checkbox</u>.) Each appropriate contact preference will be checked if you enter and email address. Read descriptions for additional information.

Contact Information

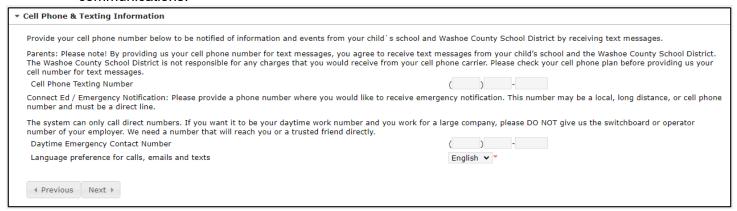
Enter Cell Phone and Work Phone, if applicable.



Click Next

Cell Phone & Texting Information

- Enter <u>Cell Phone Texting Information</u> if you wish to receive text messages. Read the description for additional information.
- Enter a daytime <u>Connect ED/Emergency Notification</u> number if you wish to receive emergency information. Read the description for additional information.
- Choose the <u>Language preference</u> for calls, emails, text messages, report cards, and written communications.



Click Next

Parent/Guardian Information Continued

Fishing/Agricultural Industry

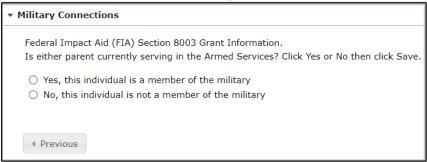
Choose Yes if this parent has worked in the fishing or agricultural industry in the past 3 years.



Click Next

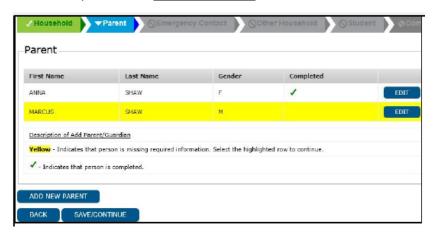
Military Connections

Answer the questions about the parent's Military service.



Click Save

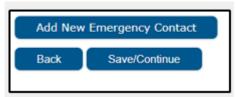
The parent/guardian added will appear in the window with a green check mark if all information has been entered correctly. You must click Edit on the parent/guardian if the check does not appear and add the missing information. In the example below you can see the Anna is completed but Marcus is not. When the parent/guardian information is complete, click **Save/Continue**.



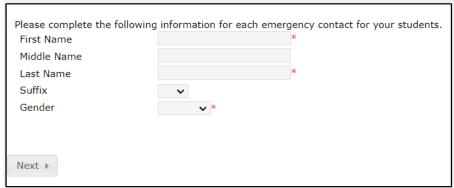
Add Emergency Contact Information

An emergency contact is a person who you feel comfortable with the school contacting in case of emergency and when all attempts to reach the parent/guardian have failed. Emergency contacts cannot initiate contacting the school to pick up a student unless the parent/guardian has given permission to do so.

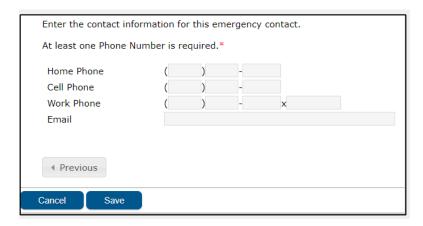
- You may add as many emergency contacts as you wish.
- Click on Add New Emergency Contact
- DO NOT ADD YOURSELF YOU WILL AUTOMATICALLY be CALLED 1ST.



- Enter the emergency contact Name and Gender. Do not add quotes around nicknames or preferred names.
- Click <u>Next</u>



- Enter the emergency contact phone numbers. One phone number is required.
- Click <u>Save</u>



Each emergency contact should appear in the window with a green check mark indicating the information is complete. If the emergency contact does not have a check mark, double click on the name, and complete the required information.

Other Household Members

You may add household members who are not students or guardians in this section. If you have an emergency contact who is also a household member and have already added them in Emergency Contacts section, please do not add them again. This section is only for household members who are not students, guardians or already existing in the application. An example would be a sibling of your student who is not yet enrolled in school or has already graduated but still lives in your home.

Click Add New Household Member



• Type in information on the household member and Click Save

•



Add Student(s)

Add each student to the household, even if they are going to different schools. This registration process takes the place of filling out numerous forms and documents for each student and is the first step to registering your student into school.

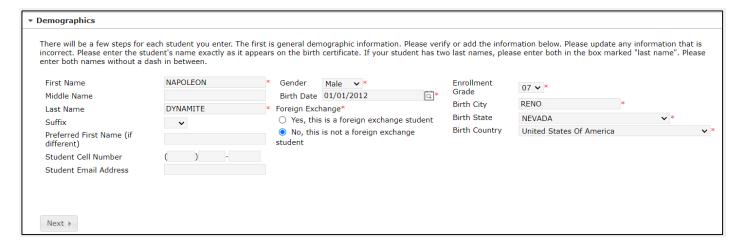
Click Add New Student and complete the entire process for each student entering school.



Student Demographic

Enter student demographic information in all Capital Letters – Please enter the information accurately, this information will be verified by the school secretary/registrar at the time of enrollment.

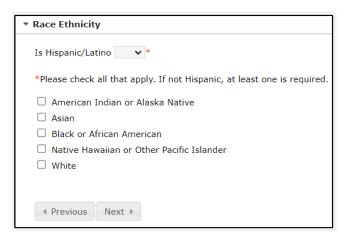
- Enter Legal First Name, Middle Name and Last Name as seen on student's Birth Certificate.
- Enter Gender
- Enter Birth Date, Birth City, Birth State and Birth Country
- Enter the date the student entered the US if the student is from out of the country.
- Foreign Exchange mark YES or NO if the student is here through a foreign exchange program.
- Enrollment grade



Click Next

Race Ethnicity

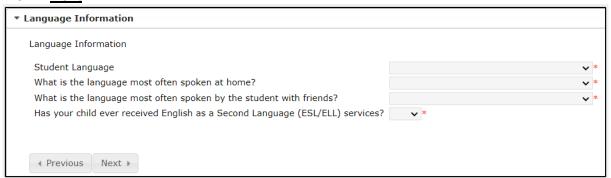
- Select Yes or No to Hispanic/Latino and any of the race/ ethnicity options that apply.
- Click <u>Next</u>



Language Information

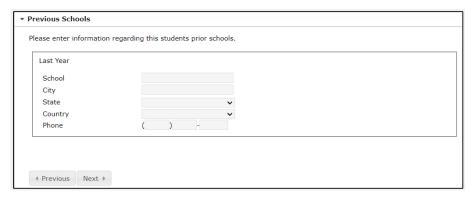
In the language information window please enter all information.

- Enter Student Language
- Enter the Language most often spoken at home.
- Enter the Language most often spoken by student with friends.
- Enter if your student has ever received ESL/ELL services.
- Click <u>Next</u>



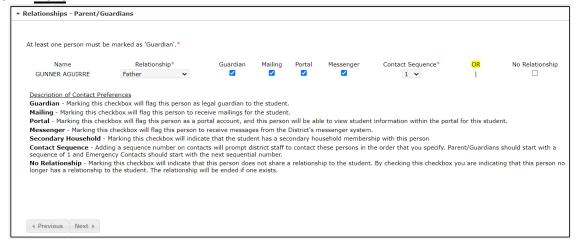
Previous Schools

- Enter previous schools' information
- Click <u>Next</u>



Relationships - Parent/Guardians

- Choose each relationship to the student from the drop-down menu next to each parent/guardian name. If no relationship exists, click in the No Relationship check box to the far right. Marking the No Relationship box will end the relationship between this student and parent/guardian.
- Enter the sequence in which you wish to be contacted in case of emergency. Number 1 will be the person we would attempt to contact first.
- Click Next



Relationships - Other Household

Enter the sequence in which each emergency contact should be contacted in case of emergency.

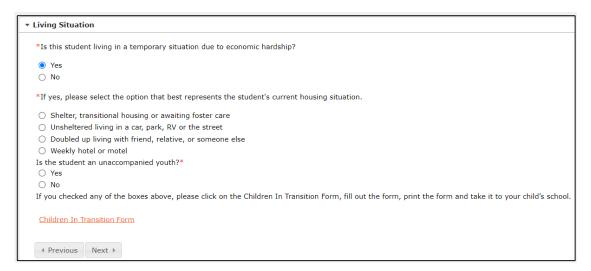
Click Next



Living Situation

Answer "YES" if you are in a temporary living situation. Additional questions will appear regarding your situation. Your child's school can provide additional assistance.

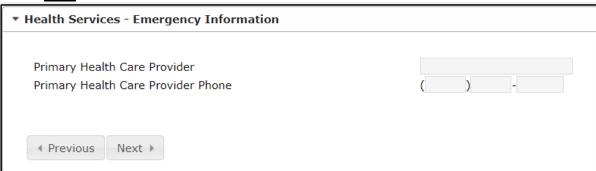
Click Next



Health Services

Emergency Information

- Enter Primary Care Information. This is not required to complete registration.
- Click <u>Next</u>



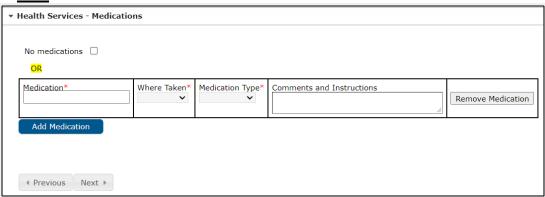
Medical or Mental Health Conditions

- Enter Medical or Mental Health Information.
- If there are no medical problems, Click in the check box No medical or mental health conditions.
- Click <u>Next</u>



Medications

- Enter the medication information.
- If there are no medications, click in the No Medications check box.
- Click <u>Next</u>



Tribal Enrollment

Is the student an active member of a US Tribe? Select Yes or No and fill out information if available.

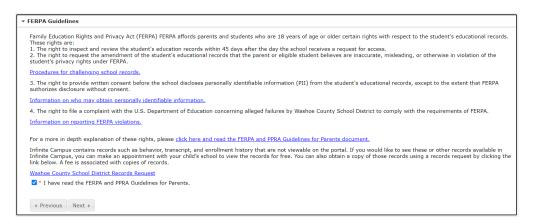
Click Next



FERPA (Family Educational Rights and Privacy Act) Guidelines

Click the FERPA Guidelines, once completed click on the check box I have read the FERPA/PPRA guidelines for parents.

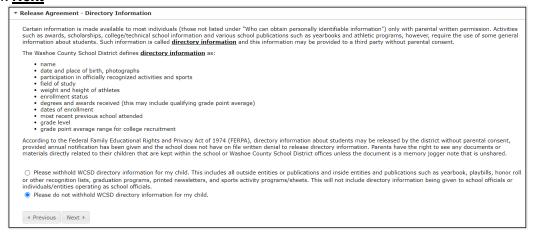
Click Next



Release Agreement

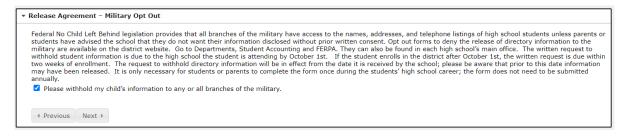
Directory Information

- Choose appropriate response
- Click Next



Military Opt Out

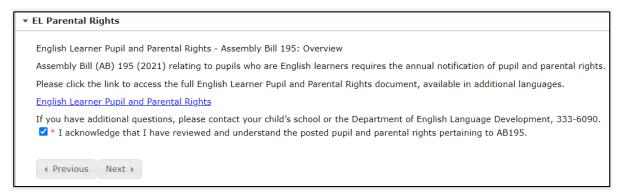
Click Next



EL (English Learner) Parental Rights

Read the details, for more information click the link provided. Check the box.

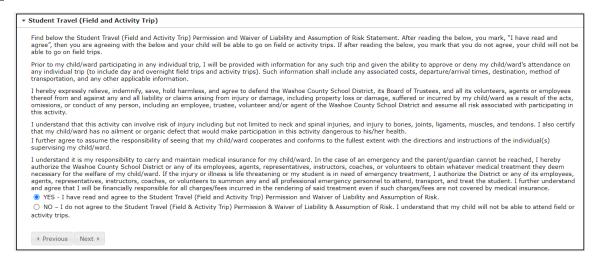
Click Next



Student Travel (Field and Activity Trip)

Choose appropriate response

Click Next

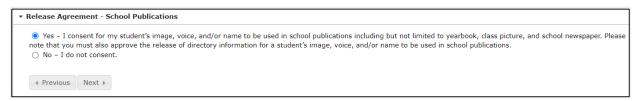


Release Agreement

School Publications

Choose appropriate response.

Click Next



External Media

Choose appropriate response.

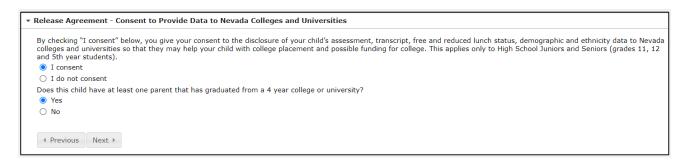
Click Next



Consent to Provide Data to Nevada Colleges and Universities

Choose appropriate response

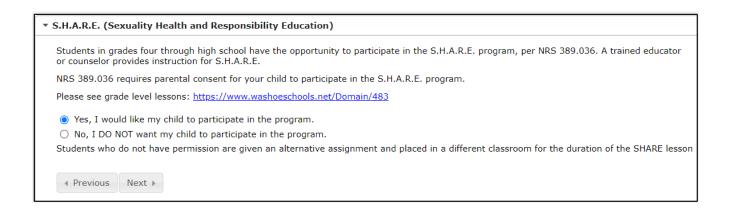
Click Next



S.H.A.R.E (Sexuality Health and Responsibility Education)

Choose appropriate response.

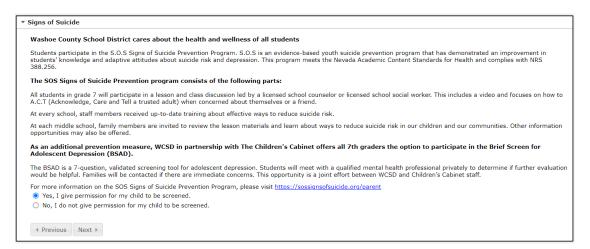
Click Next



Signs of Suicide

Choose appropriate response

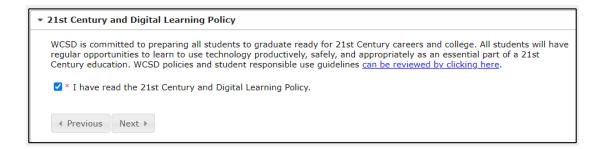
Click Next



21st Century and Digital Learning Policy

Read the details, for more information click the link provided. Check the box.

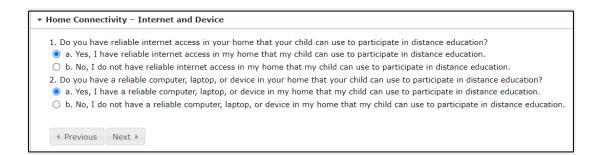
Click Next



Home Connectivity - Internet and Device

Choose appropriate response.

Click Next



Educational Involvement Accord

Choose appropriate response.

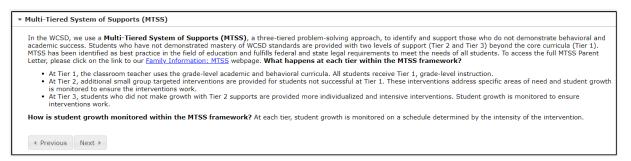
Click Next



Multi-Tiered System of Supports (MTSS)

Read the details, for more information click the link provided.

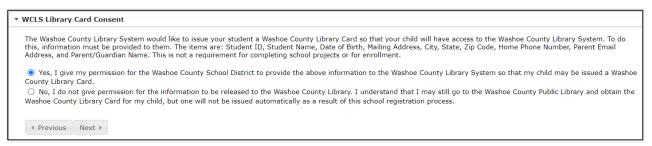
Click Next



WCLS Library Card Consent

Choose appropriate response.

Click Next



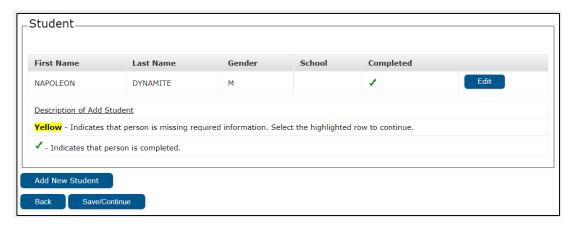
Parent Volunteers

Parents who would like to volunteer in the classroom must fill out the Adult School Volunteer Application and turn it into the school. There is a link on the Parent Volunteers window.

Click Save



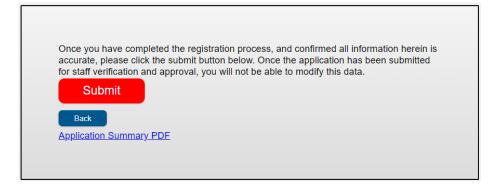
Verify all students on the list. When completed, all students should have a green check mark. If the check mark is missing, click on Edit and complete the required information.



To add another new student, click on the Add New Student link and complete information in each window.

Click Save/Continue after all students have been added with a completed green check mark next to their name.

Click the Red Submit button.



You are now done. A screen will pop up that allows you to save or print a PDF copy of the submitted data. The PDF will have your application number on the top right-hand corner. Gather all your documents and head to the school your student is zoned for.