

HOW TO REGISTER YOUR CHILD

1. Fill out an application for enrollment.

<https://www.oncourseconnect.com/registration/13889/>

(This does not mean your child is registered)

2. Enter first and last name and email address, then click Register.
3. Within a few minutes, you will receive an email with a link to access the registration form. The link is unique to that specific registrant and only remains active for 30 days or until the registration is submitted. You will need the link in the email to get back to the registration if you don't complete it in one sitting. Once the 30 days has passed, if you click the link, you will get a message that says the link is no longer valid and you will need to start the process over.

Forms you will need to register your child:

1. Immunization Records
2. Birth Certificate
3. Four (4) Forms of Proof of Residency (tax bill, lease, mortgage, utility bills with physical address listed) If you live with someone they will need to provide the 4 proofs, complete a notarized affidavit, and you will need to provide 2 proofs of residency for that address.
4. Physical Form
5. Transfer Card and Report Card if previously enrolled elsewhere.

All forms must be uploaded before registration can be submitted for review.