

# 2021-2022 RE-REGISTRATION STEPS

## FOR RETURNING FAMILIES



It's time to let us know your plans for next school year! If you're a Learning Coach as well as a legal guardian, follow the steps in the left side column below. Other legal guardians, read the column to the right to get started.

### Learning Coach and Legal Guardian

If you fill both these important roles, you can re-register your student by logging in to your Online School account. Just go to [online.k12.com/login](https://online.k12.com/login) and enter your Learning Coach username and password.

**Login To Your Online School**  
Log in now using your K12 online account. If you are a new user who enrolled online, please use your existing account(s).

All fields are required. Username is case sensitive.

Username  [Forgot Username?](#)

Password  [Forgot Password?](#)

I have read and accept the [Terms of Use](#) and [Privacy Policy](#).

**Log In**

**Have a registration ID?**  
Use your K12 Registration ID to set up your K12 account.  
**Set Up Your Account**

Next, click **“Re-Register for Fall”** in the left-hand column.

**K12 DEMO ACADEMY**

Demo Student ▾

Schedule Courses More ▾

March 05, 2021 < > Select Date ▾

| Courses                              | Assignments          | Due                            |
|--------------------------------------|----------------------|--------------------------------|
| ENG06B English 6 LA                  | Checkpoint 21 RI.6.5 | Starts 8:23 AM<br>Due 11:30 PM |
| ENG06B English 6 LA                  | Chapter 3 REFLECTION | Starts 8:47 AM                 |
| SCI06B Summit Interated Science 1.1A | WebQuest Assignment  | Ends 9:00 AM                   |

MY STUDENTS  
MY SCHEDULE  
ATTENDANCE  
ANNOUNCEMENTS  
**RE-REGISTER FOR FALL**

You'll then be automatically directed to the re-registration page in the Parent Portal where you'll see your student's current status. In the Next Steps section, select **“Click Here”** to begin the re-registration process.

**IT'S TIME TO RE-REGISTER!**

The K12 Parent Portal provides access to all of the tools and resources you'll need to re-register one or more of your students.

Please complete the re-registration survey to let us know your plans for the next school year.

- Select the link next to "Next Steps" for your registering student to begin the registration process or continue where you left off.

To enroll a new student, click on "Information on New Enrollments" and follow the steps.

**Information on New Enrollments** +

Demo Student

**K12 Demo School - 2021-2022 School Year** ^

| Current Status | Action Required | Next Steps  |
|----------------|-----------------|---|
|                |                 | <b>Click Here</b><br><a href="#">Request Transfer</a> |

### Legal Guardian but not the Learning Coach

You'll log in to the Parent Portal directly to re-register. Go to [parentportal.k12.com](https://parentportal.k12.com) and enter the username and password you created when registering.

**WELCOME TO THE ENROLLMENT CENTER**  
This is the first step in submitting an application to enroll.

If you have not created an account, please sign up to get started.

**SIGN UP HERE**

If you have created an account, please enter your username and password to login.

Username  **REQUIRED**

[Forgot Your Username?](#)

Password  **REQUIRED**

[Forgot Your Password?](#)

**LOGIN**

Have questions? Call us at 866.968.7512 or [Chat with Us](#)

You'll then be automatically directed to the re-registration page in the Parent Portal where you'll see your student's current status. In the Next Steps section, select **“Click Here”** to begin the re-registration process.

**IT'S TIME TO RE-REGISTER!**

The K12 Parent Portal provides access to all of the tools and resources you'll need to re-register one or more of your students.

Please complete the re-registration survey to let us know your plans for the next school year.

- Select the link next to "Next Steps" for your registering student to begin the registration process or continue where you left off.

To enroll a new student, click on "Information on New Enrollments" and follow the steps.

**Information on New Enrollments** +

Demo Student

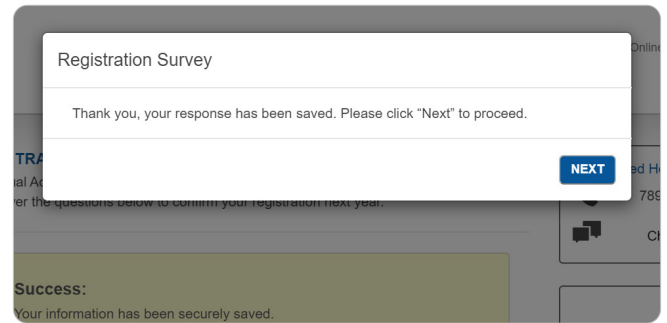
**K12 Demo School - 2021-2022 School Year** ^

| Current Status | Action Required | Next Steps  |
|----------------|-----------------|---|
|                |                 | <b>Click Here</b><br><a href="#">Request Transfer</a> |

## REGISTRATION SURVEY

Use the dropdown menu to indicate your student's plans for next school year. You'll see some questions appear on the screen. Select the appropriate answers for your student, then click "Submit." A confirmation page will appear displaying your re-registration selection.

If all questions are answered successfully, a **Thank You pop-up** will appear.



## REQUIRED DOCUMENTS

If your school requires that you submit documents, you'll be directed to a page listing the information you're required to provide. These documents can be uploaded directly through the Parent Portal. If you don't have the documents available right away, an enrollment consultant will follow up with you to ensure you're aware of the deadline and to answer any questions you may have about re-registering.

If you're not required to submit any documents, you will automatically be directed back to the Parent Portal home page, which should display your student's updated status.

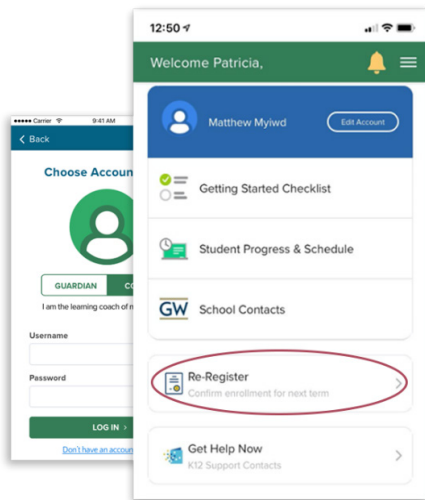
To confirm that your re-registration status is complete, check your dashboard. It should say **"Registration Complete"** in the Next Steps section. You can update your student's status here if you need to. Your student is now all set for next year. If you have multiple students, repeat this process for each of them.

## RE-REGISTER WITH THE K12 MOBILE APP

If you're a Learning Coach as well as a legal guardian, follow the steps in the left side column below. Other legal guardians, read the column to the right to get started.

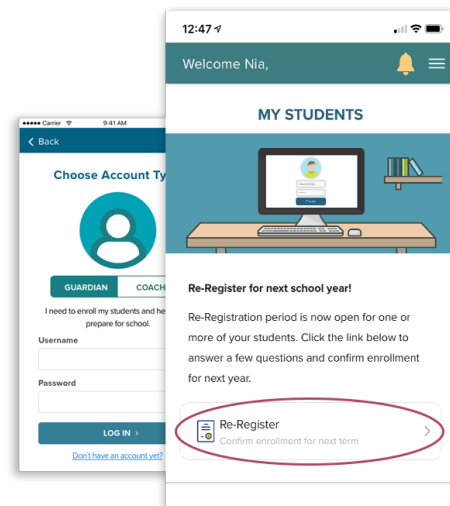
### Learning Coach and Legal Guardian

If you are a Legal Guardian who is also the Learning Coach, log in to the "Coach" tab using your OLS account information. On the student dashboard, tap the section titled, **"Re-Register—Confirm Enrollment for Next Term."**



### Legal Guardian but not the Learning Coach

If you are a Legal Guardian who is not the Learning Coach, Log in under the "Guardian" tab with your Parent Portal account information. On the student dashboard, tap the section titled, **"Re-Register—Confirm Enrollment for Next Term."**



This will take you directly into the mobile version of your Parent Portal account. From here, you can tap through the same steps you would take in the desktop app. You can even upload any necessary documents via your mobile device. Also, you can tap the "BACK" link in the Parent Portal header to return to the K12 app dashboard at any time.

NEED HELP RE-REGISTERING? CALL **866.989.0716.**