

## Summer Student Registration

If you are a new family in the District and wish to register your child for the 2021-2022 school year beginning in September, please read the information below.

We are registering students in grades K-12 in 3 different ways. Choose the method that works best for you:

1. Register by computer, iPad or iPhone: go to: <https://secure.infosnap.com/family/gosnap.aspx?action=26750&culture=en> to start your digital application.

Please use the link below for the translated version in Spanish:

<https://secure.infosnap.com/family/gosnap.aspx?action=26750&culture=es> This approach allows you to complete registration forms online at your own pace with supportive prompts. This process is available on July 12, 2021.

2. Using your electronic device, print registration forms located on our District Homepage. Go to: <https://www.nred.org/registration#gsc.tab=0> After you complete your application, place all forms in a sealed envelope, write your name and phone number, your child's name and school he/she will attend in September. Drop off at the Security Desk at one of the schools listed below between 9 am and 3 pm.
3. Obtain your registration packet at the Security Desk at any school listed below. Complete all forms, return in a sealed envelope with your name and phone number, your child's name, and school your child will attend in September. Due to school construction this summer, registration packets may be dropped off at the Security Desk only at one of the following schools: Trinity, Davis, Jefferson, Webster Elementary Schools, Isaac E. Young Middle School or the NR High School.

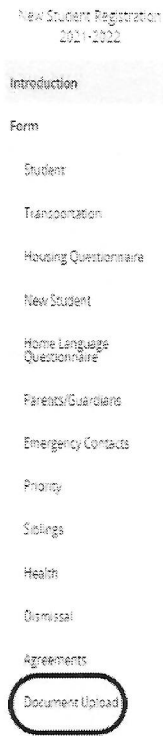
Need Help? Please email [CSDNRR@nredlearn.org](mailto:CSDNRR@nredlearn.org): leave your name and phone number. The registrar located at City Hall, Ms. Kembly Vindas, will help you complete your registration on Monday and Tuesday from 3:30 pm - 5:30 pm. You also may make an appointment or speak to a registrar at any one of the following schools: Trinity (576-4440/41), Jefferson (576-4430/31), Davis (576-4420/21), Webster (576-4462/61), IEYMS (576-4360/61) and NRHS (576-4502/03).

Ms. Millicent Lee

Director of Pupil Personnel Services

# Proceso de carga de documentos de inscripción en línea para nuevos estudiantes del CSDNR

1. Se puede cargar un documento seleccionando la opción **“Carga de documentos”** en la sección de navegación situada en la parte inferior izquierda de la pantalla:



## Introduction

### Online New Student Registration

Welcome to New Rochelle Public Schools New Student Registration. Please follow the steps below to continue.

1. Click "Next" at the bottom of this page, and enter the information requested by the online forms.  
Note: Required fields are marked as "Required", and New Rochelle Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Summary" page, check your data before proceeding.
3. Click "Submit".  
On the submission confirmation page you will have the opportunity to print out a copy of your New Student Registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

### New Student Registration for Additional Students

A New Registration must be submitted for **each applicant** being registered. Once you have successfully submitted one New Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

2. Seleccione el botón **“Cargar”** como se ve a continuación:

## Document Upload

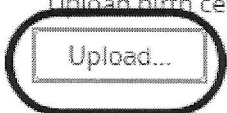
\*Below for your convenience, you may optionally upload documents for registration.

If you do not have access to digital copies of these documents or a scanner, you must bring all applicable documents for registration to the student enrollment center.

### Birth Certificate

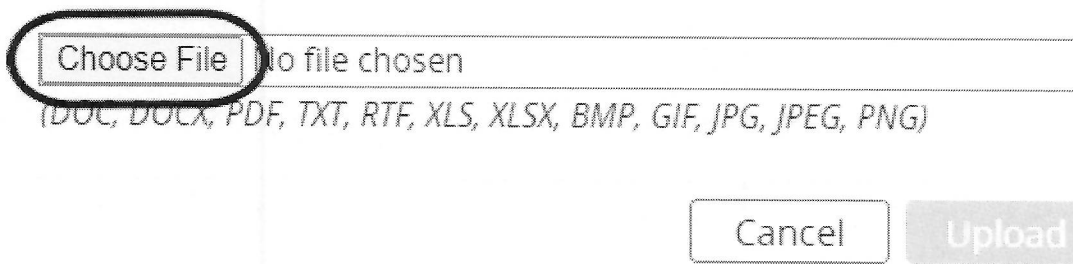
Original or Certified

Upload birth certificate:

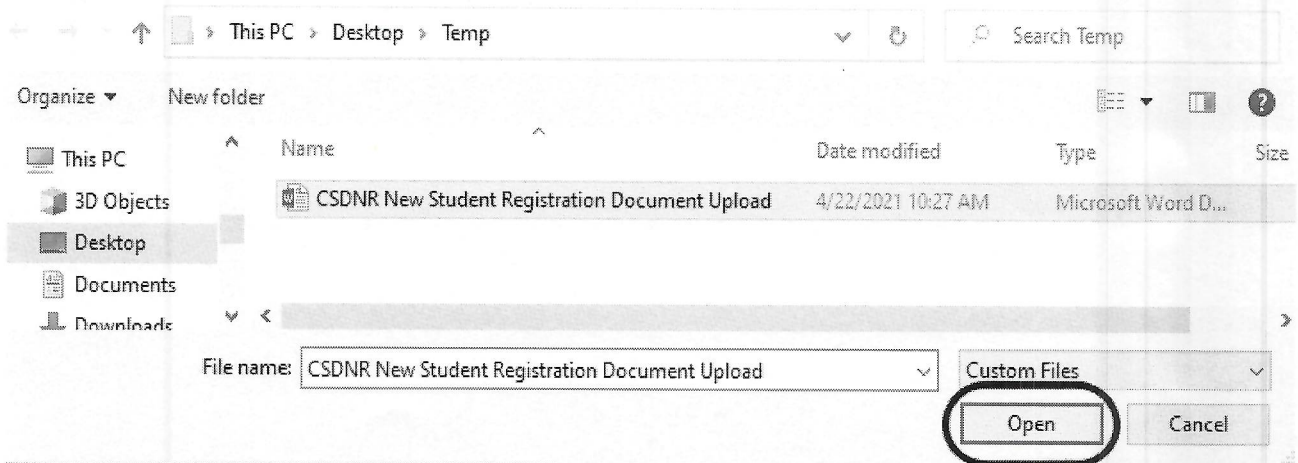


3. Seleccione **“Elegir archivo”** para buscar el archivo guardado en su computador:

Upload birth certificate:



4. Seleccione el archivo que va a subir y seleccione **“Abrir”**:



5. El nombre de su archivo debería ser visible junto al botón **“Elegir Archivo”**. Seleccione **“Cargar”**:

Upload birth certificate:

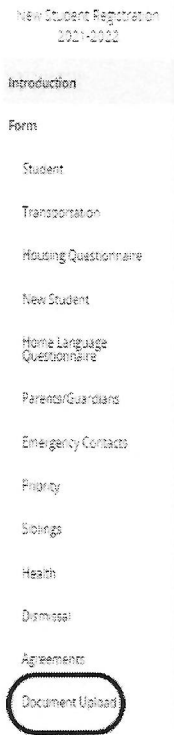
Choose File CSDNR New Student Regis...ion Document Upload.docx  
(DOC, DOCX, PDF, TXT, RTF, XLS, XLSX, BMP, GIF, JPG, JPEG, PNG)

Cancel Upload

6. ¡Felicitaciones! Su documento ha sido cargado en el portal de registro.

# CSDNR New Student Online Registration Document Upload Process

1. A document can be uploaded by selecting the **“Document Upload”** option on navigation section located on the lower left side of screen:



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2. Select **“Upload”** button as seen below:

## Document Upload

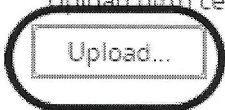
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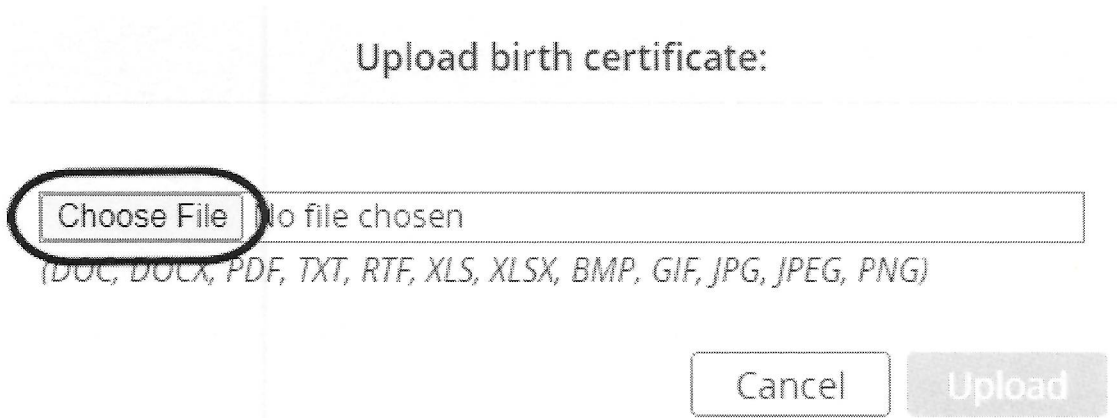
### Birth Certificate

Original or Certified

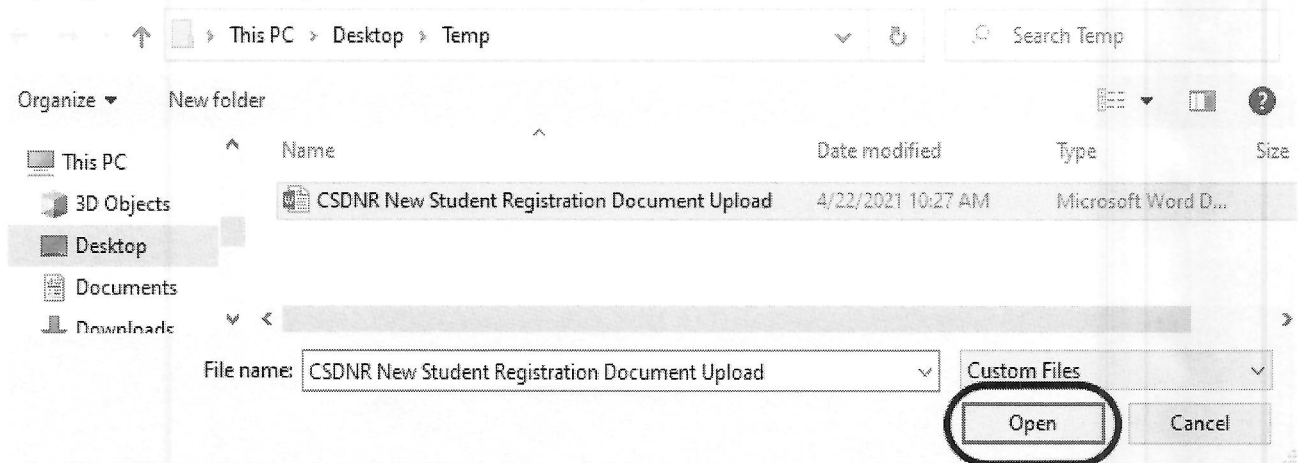
Upload birth certificate:



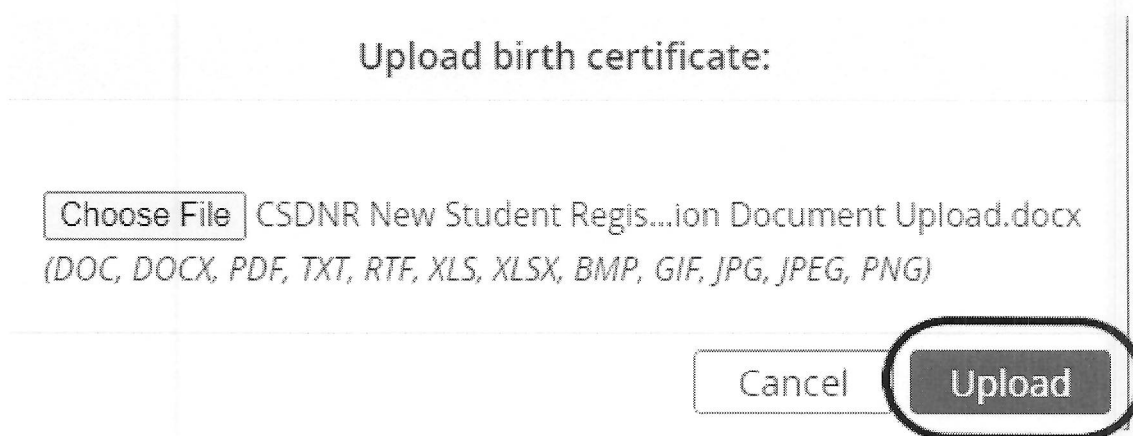
3. Select **“Choose File”** to navigate to the file saved on your computer:



4. Highlight file to be uploaded and select **“Open”**:



5. Your file name should be visible next to the **“Choose File”** button. Select **“Upload”**:



6. Congratulations! Your document has been uploaded to the Registration portal.