

Registering Students

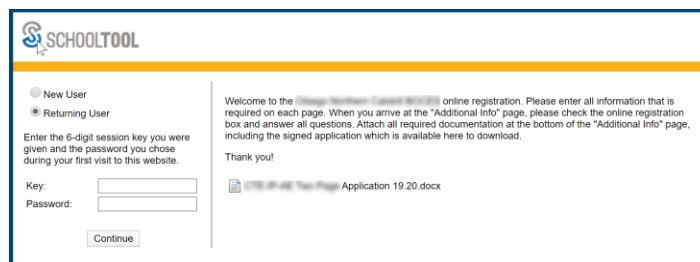
Summary: SchoolTool allows you to register your student(s) online and provide the district with all necessary information for them to enroll and schedule each student. You have the option to enroll up to 10 students in one session or create multiple sessions to register one student at a time.

Navigate to your district's Online Preregistration Website: <https://sms4.scric.org/Downsville/onlinepreregistration/>

Steps to complete online preregistration:

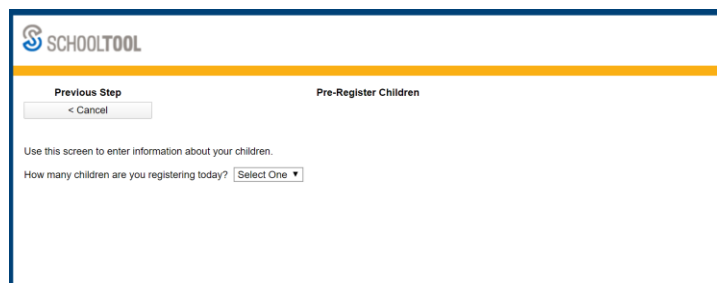
1. **Select New User or Returning User** - If you are a returning user, you will need to enter the session key provided from that previous session and the password you set up.

Note there may be a message and/or attachments to download.



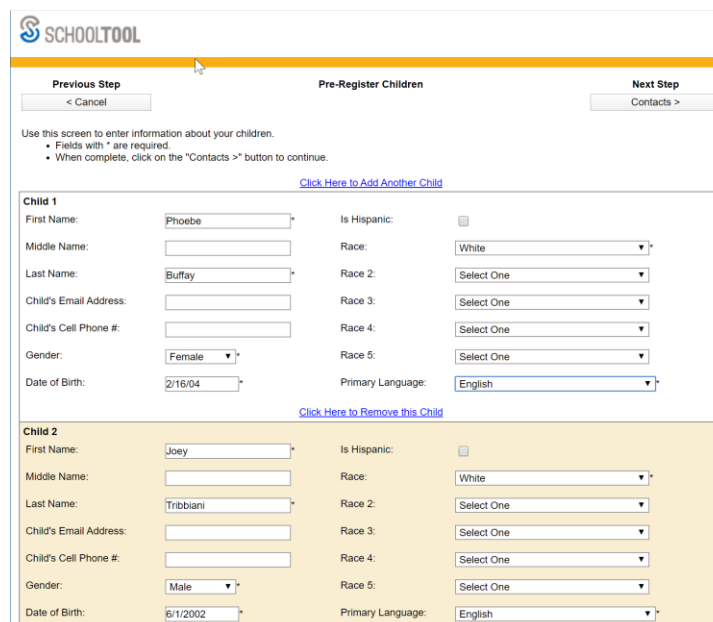
The screenshot shows the SchoolTool login interface. On the left, there are radio buttons for "New User" and "Returning User". Below these, there are input fields for "Key:" and "Password:" and a "Continue" button. On the right, there is a welcome message and a "Thank you!" note with a download link for "Application 19.20.docx".

2. **Select the number of students you are registering** – You can register up to 10 students in one session.



The screenshot shows the "Pre-Register Children" step. It includes a "Previous Step" button labeled "< Cancel" and a question: "How many children are you registering today?" with a dropdown menu currently set to "Select One".

3. **Enter the Student information** – Complete all applicable fields.



The screenshot shows the "Pre-Register Children" form with two child entries. Each entry includes fields for First Name, Middle Name, Last Name, Child's Email Address, Child's Cell Phone #, Gender, Date of Birth, Is Hispanic (checkbox), Race (dropdown), Race 2-5 (dropdowns), and Primary Language (dropdown). Child 1 is named Phoebe Buffay, born 2/16/04, female, white, English. Child 2 is named Joey Tribbiani, born 6/1/2002, male, white, English. There are "Click Here to Add Another Child" and "Click Here to Remove this Child" links.

4. Enter the number of Contacts you are entering for the students – You can enter up to 20 contacts in total.

1. Enter the Contact Information – Complete all applicable fields. Cell phone and work numbers can be entered here, but the home phone will be entered with the address.

2. Define the Relationships – Select the primary contact for each student, as this is where the student’s address will come from. Define the relationship of each contact listed within the student’s box.

3. **Enter the Contact's Address** – Every contact must have an address and/or phone number. Select “Same address as another contact” when multiple contacts live at the same address. The phone number entered here for the primary contact is the phone number that will be tied to the student’s information in SchoolTool. If the primary contact only has a cell phone, enter that phone number here as well.

4. **Enter Additional Info** – Check all boxes to open up the additional information required to complete the application. Attachments can be added at the end of the Early Learning Program – PreK Program section and the Health History section for any required documentation needed.

5. **Complete Your Contact Information** – Enter a password and your name. Note your session key, as it is required to re-enter this registration session to make any changes or add information. You must select save.