



Step-by-Step Instructions for Online Registration

- Log into your TeacherEase account at www.teacherease.com. Click the blue Log In button.
- Go to the Miscellaneous drop down menu and choose “Online Registration”.
- Start with the Complete Online Registration Form. Click the “Complete Form” button. Verify, add or edit all information.
- Pay attention to proper capitalization of all proper nouns. (Type names in this format: John Smith. Not like this: JOHN SMITH or john smith.)

HINT: Do NOT use the BACK button unless you want to exit the registration and start over. If you need to go back to a previous screen, use the <<PREV button.

STUDENT INFORMATION TAB

- Verify all existing information is correct and make changes if necessary.
- On Student Information tab, the “Home Phone” box is referring to the STUDENT’S CELL PHONE number, if applicable. If the student does not have a cell phone, leave this section blank.
- Click Next>> to go on to the next screen.

FAMILY INFORMATION TAB

- Verify, edit or add information in the Family Information section.
- Phone numbers: If you have a landline, enter it into the Home Phone box. If you only have a cell phone, enter it in the Home Phone AND Cell Phone box. Please enter the area code for ALL phone numbers, including local numbers. Our school reach system communicates using the CELL Phone number box. Please enter your work number, if applicable. “Other Phone” is optional.
- Click Next>> to go to the next screen.

EMERGENCY CONTACTS

- Verify, edit, or add information in the Emergency Contacts section. When entering emergency contacts, please list at least 3 persons other than yourselves (parent or guardian) we may contact in an emergency.
- Parents are always contacted first, unless otherwise designated.
- Click Next>> to go on to the next screen.

MISCELLANEOUS

- Complete all information as required.

CONTINUE THE REGISTRATION PROCESS

- Continue on to each step in the registration process.
- Please read all the attached pdfs. You are able to print this information if you choose to do so.
- Any question with an asterisk * next to it is a mandatory field that MUST be completed.

FEES

- At the end of the registration process there is a Pay Fees button. If you wish to pay your child's fees at this time please select this option.
- All fees for a student may be paid online at the time of a complete registration or at the appropriate school office. The online payment convenience fee has been waived during the registration period.

FREE/REDUCED LUNCH APPLICATION

If you would like to complete the online Free and Reduced Lunch Application (which if approved will qualify you for fee waivers), click on the Miscellaneous drop down menu and choose the Free & Reduced Lunch Application link. Instructions are available at the top of the page if needed.