

Registration Gateway

Student Information Page

1. Check everything that has a red * next to it.
2. Initial every box that requests your initials for verifying information.
 - a. Verifying Date of Birth
 - b. Verifying that a student doesn't already have a PowerSchool acct.
 - c. Verifying the Emergency Contacts section
3. Make sure at least 1 parent/guardian provides an email address.
4. Make sure the DOB year is not this year.
5. Make sure the student is registering for the correct year
6. Make sure the student's physical address is within the YCS district using schooldistrictfinder.com
7. Check to see if the student has received Special Education services.
8. Make sure the student selects an answer for the ethnicity.
 - a. If they are Hispanic or Latino, they do not have to indicate "yes" to any other race options.
 - b. If they indicate that they aren't Hispanic/Latino they will need to select "yes" to one of the other race options.
9. Make sure the Emergency Contacts only have one name per contact.
 - a. Not grandma and grandpa, just grandma or grandpa.
10. Make sure there are no social restrictions.
 - a. If there are, please obtain paperwork and record when the order expires.
11. Review the medical section to see if there are any medical concerns.

Acknowledgements

1. Check everything that has a red * next to it.
2. Make sure the parent has accepted the Policy of the Electronic Communication System Policy.
 - a. If they don't accept, their student cannot have access to any technology equipment/internet.

Office Use Only

1. Check everything that has a red * next to it.
2. Entry Date should be the first day of school.
3. Enrollment status will either be:
 - a. Active: 0. This is for students that need to be active right away in PS (anyone that enrolls on the first day of school or after).
 - b. Pre-registered: -1. This is for students that have been enrolled before the first day of school.
4. Make sure the building the student is applying for is one that is in the High School
5. Make sure the county code is based off of where the student lives (refer to RG cheat sheet).
6. Make sure the District of Residency (DOR) is where the house sits (refer to RG cheat sheet).
7. Make sure the membership is reflected based on where the house site (refer to RG cheat sheet).
8. Make sure the parent has provided all of the necessary documentation
 - a. Birth Certificate
 - b. Immunizations
 - c. Proof of residency
 - d. Parent/Guardian ID
 - e. SOC form (if needed)

We do not use the “Scan Documents” and “Picture” features.

Make sure the parent has signed the registration packet under the “Signature” Section.

See any sections highlighted in red? Something was not verified and needs to be selected.

Once the following sections have green checkmarks next to them, you may complete/seal the registration packet. Please scan and file it into CEO. Thanks!