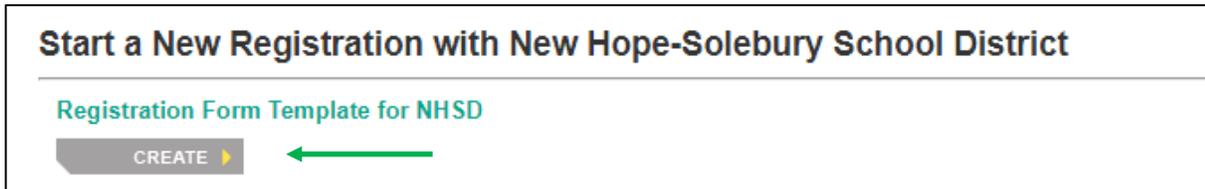


Registering a New Student

After creating an online account and logging in you will be taken to the **Start a New Registration** homepage.

1. Click **Create** on the form, the **Registering a New Student** screen for that form opens.



2. Enter **Student's First Name**.
3. Enter **Student's Last Name**.
4. Select **Student's Gender**.
5. Enter **Student's Date of Birth**.
6. Select **Yes** or **No** for **Has this student ever been enrolled in this school/district before?** field. If yes, previous district records for the student are added with the registration.
7. Click **Begin Registration**. The **Online Registration Introduction** screen opens.

8. From the **Online Registration Introduction** screen, users can use a variety of options on the left toolbar. Options include:
 - **Home:** Takes the user to the homepage where they can continue editing Existing Registration(s) or Start a New Registration.
 - **Index:** Takes users to the Registration Index page; clicking Next on the Online Registration Introduction screen also directs users there.

- **Messages:** Takes users to a Message screen where they can message district administrators about Online Registration.
- **Save:** Saves the user's progress. Input is automatically saved every time a user clicks **Next**.
- **Print:** Prints the user's progress for record keeping.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftwa

Registering: test test Home | Dominic Aquilino (Admin) | Logout

New Hope-Solebury School District

Welcome to New Hope-Solebury School District! > Online Registration Introduction

Page 1 of 19 NEXT

Welcome

Welcome to the New Hope-Solebury School District's Online Registration process!

Please complete and submit the online registration according to the directions. After you have submitted the registration, the information will be forwarded to our Registration Office. You will receive an e-mail after the application for registration has been reviewed. Once an application has been approved, the school(s) will reach out to you in regard to the child(ren)'s enrollment(s).

Please complete each section prior to submission. You can stop and save at any time. Use the table of contents to navigate through the application and resume the process.

Please use the "Message" tab on the left menu bar to send a message or question to the New Hope-Solebury School District Registration Office.

9. Click **Next** or **Index** to continue to the **Registration Index** page.

10. Click **Next** to continue to the Registration Index Page

Registration Form Template - Registration Index

PREVIOUS Page 2 of 19 NEXT

Click on the links below to skip to a section or page:

I. Welcome to New Hope-Solebury School District!		
1. Online Registration Introduction		
2. Registration Table of Contents		
II. Student Registration:		
3. Basic Student Information	Not Yet Complete	Not Approved (+)
III. Mailing Address		
4. Mailing Address		Not Approved (+)
IV. Contact Information		
5. Parent/Guardian Information	Not Yet Complete	Not Approved (+)
6. Other Contacts	Not Yet Complete	Not Approved (+)
V. Siblings		
7. Siblings		Not Approved (+)
VI. Enrollment Information		
8. Enrollment Information	Not Yet Complete	Not Approved (+)
9. Special Services Information	Not Yet Complete	Not Approved (+)
10. Additional Information		Not Approved (+)
VII. Grades K/ 1-5		
11. New Student Information Grades K/ 1 - 5		Not Approved (+)
12. Kindergarten Additional		Not Approved (+)
VIII. Medical		
13. Health Problem	Not Yet Complete	Not Approved (+)
14. Student Health Survey Form	Not Yet Complete	Not Approved (+)
15. Student Health Survey Form 2		Not Approved (+)
16. Permission to Administer Medication	Not Yet Complete	Not Approved (+)
IX. Documents and Uploads		
17. Documents and Uploads	Not Yet Complete	Not Approved (+)
X. Administrative Notes		
18. Administrative Notes		
XI. Registration Conclusion:		
19. Finalize Registration(s)	Not Yet Complete	Not Approved (+)

(+) Indicates a page you have the ability to approve.

The **Registration Index** page contains links to every portion of the registration form. Links marked **Not Yet Complete** contain information that is required for the registration. Users can click **Next** or **Previous** to move through the registration screens or use the **Registration Index**.

11. Click **Next**; the **Basic Student Information** screen opens.

Registering: test test Home | Dominic Aqu

New Hope-Solebury School District

Student Registration: > Basic Student Information

PREVIOUS Page is not yet complete Page 3 of 19

Home
Index
Messages
Save
Print Map
Print

Student Basic Info
Enter the student's **Legal Name** as it appears on the Birth Certificate/Passport (name must be entered exactly as it appears on the document)

First Name * test
Middle Name
Last Name * test
Name Suffix
Students Preferred Name:
Gender as it appears on the child's Birth Certificate/Passport * Female
Student's Date of Birth *

Questions appear in different sections. Fill in the fields provided. Some fields are optional. Required fields are marked with a red asterisk (*).

Notes:

- Users can click on  to view additional information on topics throughout Online Registration.
- The message **Page is not yet complete** displays at the top of the screen until all required questions are answered and saved.

12. Continue to complete the fields on each screen each.

- Some screens ask the user for documents to be uploaded. Users must add scanned documents such as Proof of Residency, Birth Certificate, and Authorization to Release Records for prior schools.
- To upload a file click **Choose File**, navigate to the location of the file, and click **Open**.