



New Hope-Solebury Online Registration

Registration Preparation

Student registration in New Hope Solebury School District requires submitting student/guardian information, documents, and proofs of residency. In order to expedite your online registration, please have the following documents available and scanned for upload to the online registration form:

- **Student's Birth Certificate or Current Valid Passport**
- **Student's Vaccination Record**
- **Guardian's State-Issued Photo ID*** (*driver's license/ non-driver's license*)
- **Deed or Notarized Lease** *If the lease is not notarized, a Lessee Notary Form, which is attached in the online registration, must be completed, notarized, and submitted with the lease.*
- **Current Utility Bill*** *Must show name, date, and address*
- **One Additional Proof of Residency*** *Can be one of: insurance statement, current utility bill in addition to the utility bill listed above, vehicle registration, tax statement, voter registration card, bank/credit card statement*
- **Legal custody agreement documents, if applicable**

**Documents must show name, date, and in-district address*

Form Uploads

During the online registration process, you will be prompted to upload scanned forms/documents or upload downloaded forms you have completed.

- **To upload scanned forms:**

1. Save the electronic/scanned document to your computer
2. Click on the "Choose File" button next to the item in the registration form
3. Navigate to where the document is saved on your computer, and click "Open"

Residency, Documents, Uploads, and Notes

Please provide a fully completed copy of the following documents:

Guardian Photo ID (current driver's or non-driver's license or passport) *

No file chosen



- **For forms that need to be downloaded and completed:**

1. Click on the link to the document in the question.
2. Download the item and either complete electronically, save, and re-upload; or, for documents that need to be completed by hand and/or notarized, print the document, scan, and re-upload.

Please download, save, and complete the Authorization for Release of School Records form. Please upload the completed document here: *

Choose File No file chosen

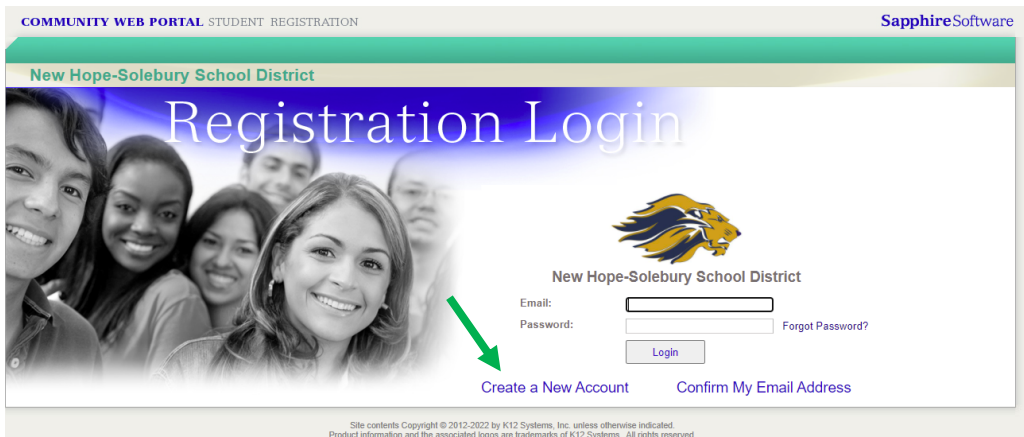
Attachment: [Online Authorization For Release of School Records 2021_2.pdf](#)

Create a Registration Account

You will need to create a Registration Account, even if you already have children attending NHSD. If you already have a Community Portal account, **you will still need to register for a Registration account**. They are separate accounts.

To access the District's Online Registration, please use the link to the [Registration Portal](#).

1. Click **Create a New Account**. The **Create New Account** screen opens.



COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

New Hope-Solebury School District

Registration Login

New Hope-Solebury School District

Email:

Password: [Forgot Password?](#)

[Create a New Account](#) [Confirm My Email Address](#)

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New Hope-Solebury School District



Create an Account

If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.

Your First Name:	<input type="text"/>	!
Your Last Name:	<input type="text"/>	!
Your Email Address:	<input type="text"/>	! !
Confirm Your Email Address:	<input type="text"/>	!
Your desired Password:	<input type="password"/>	!
Confirm your Password:	<input type="password"/>	!
Sample Security Questions:	<input type="text" value="<choose a question>"/>	
Security Question:	<input type="text"/>	!
Security Answer:	<input type="text"/>	!

Next

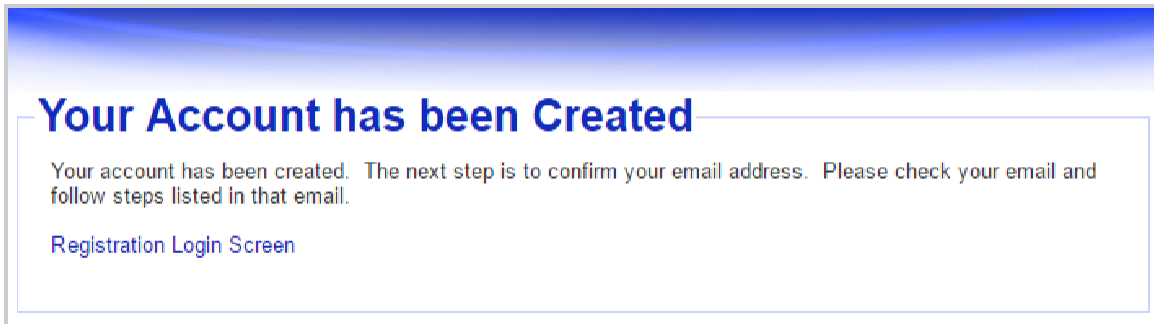
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2. Every field must be completed. Fields are:

- **First Name**
- **Last Name**
- **Email Address**
- **Confirm Email Address**
- **Password**
- **Confirm Password**
- **Sample Security Questions**
- **Security Question**
- **Security Answer**

***Note:** When selecting a **Sample Security Question**, the question selected in the drop-down fills the **Security Question** field unless the **create your own question** option is selected.

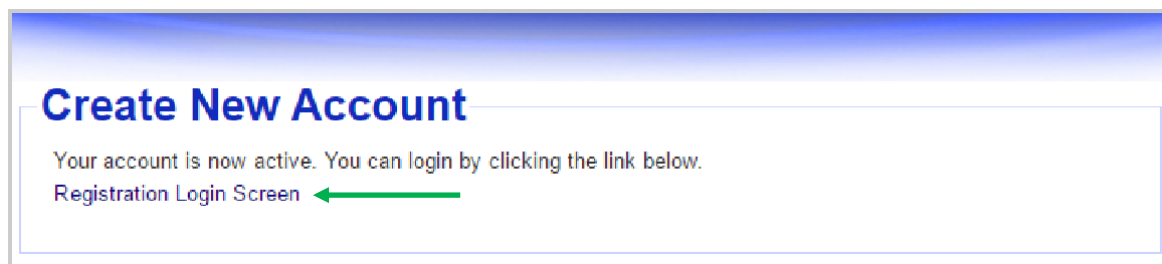
3. Click **Next**. The **Account Creation** screen opens, informing the user that their account has been created pending email verification.



4. Once the email has been received, users are instructed to click on the link inside of their email. The **Confirm Email** screen opens for verification

The screenshot shows a web page with the Sapphire Software logo at the top. The heading is "Confirm Email" in blue. Below it, a message states: "After you create your account, an email is sent which contains your validation code. You must enter that code here to verify your email address. If you have not created an account yet, please [create an account](#) first. Please enter the information below." There are three input fields: "Your Email Address:" with the value "WGallagher95@gmail.com", "Your Password:" with a masked password "*****", and "Your Validation Code:" with the value "86539549". A "Next" button is located below the validation code field.

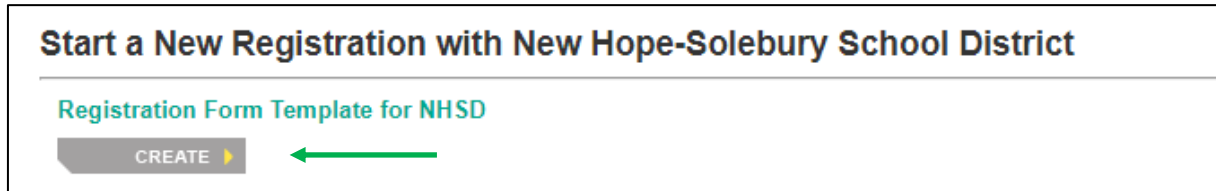
5. The **Create New Account** screen opens informing the user that their account is now active.
6. Click the **Registration Login Screen** link to log in and begin the student Online Registration application.



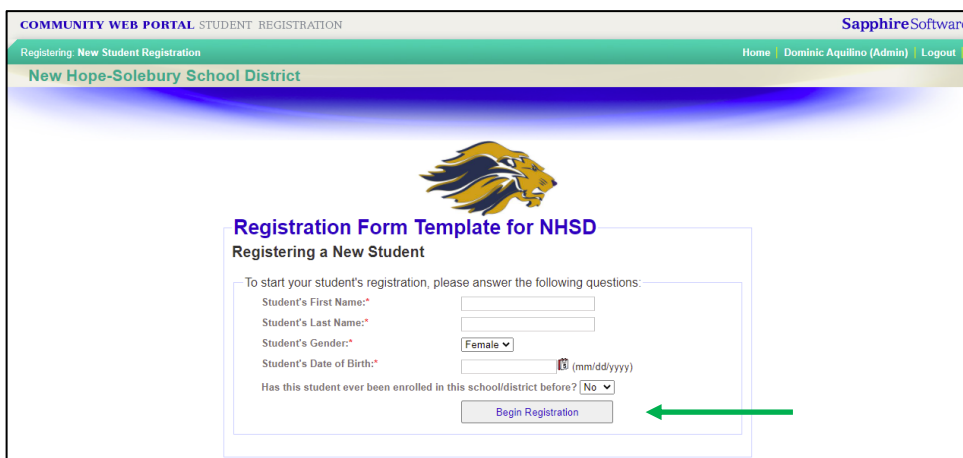
Registering a New Student

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

SapphireSoftware

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

Home

Index

Messages

Save

Print Map

Print

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

Page 2 of 19

Home

Messages

Print Map

Print

Status: Open

Admin Options

Approve

Parent Can Edit

Decline

Delete

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

Section	Item	Not Yet Complete	Not Approved (+)
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 Yet Complete	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 Yet Complete	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

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**.

Finalize Registrations

- The final screen of the registration form is the **Signature Block**
 - Prior to completing the signature block, ***please confirm that all sections are complete***. Sections that are not complete are identified on the Index page | [Index](#)
 - Guardians must select **Yes** to acknowledge the willful false statements disclosure.
 - Guardians must enter their **Full Name**, **Initials**, and the **Date** prior to submitting the registration to the district.
 - *The above information must be submitted in full or the registration will be returned or rejected. **Submitting incorrect information or an incomplete form will result in a delay in processing the registration. Students will not be registered until all required information and documents have been received.***

New Hope-Solebury School District

Registration Conclusion: > Finalize Registration(s)

PREVIOUS Page is not yet complete Page 19 of 19

Home Index Messages Save Print Map Print

Finalize Signature Block

The making of willful false statements in the provision of proof of residence documents is a crime. Persons making such statements are subject to tuition charges and penalties as provided in Section 4904 of the Pennsylvania Crimes Code, which makes it a criminal offense to provide false information to government authorities. Illegal registrations are also punishable under Section 3926 of the PA Crimes Code for theft of services.

Please select "Yes" to affirm that you have read and acknowledge the above information:

By entering my name, initials, and date below, I affirm that the information submitted in this registration form is complete and accurate to my knowledge:

Please Type Your Full Name: *

Enter Initials: *

Enter Today's Date *

When you have completed the registration form in its entirety, click Submit.

Required fields marked with (*).

PREVIOUS Submit Registration to New Hope-Solebury School District

- After completing all form fields, uploading the required documentation, and completing the Signature Block in its entirety, click Submit Registration to **New Hope-Solebury School District**.
 - A message opens to confirm submission, click **OK**. The **Registration Completed** screen opens.

Important: At this point, the application is finalized and users can no longer edit it.