

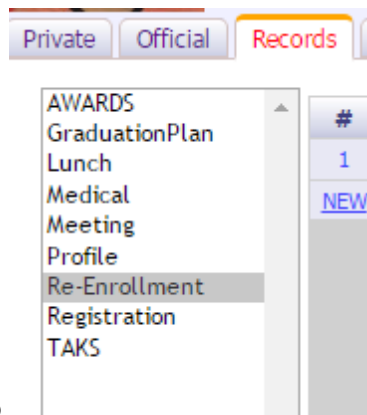
## Instructions regarding applications for re-enrollment

### Online application for re-enrollment

- The parent/guardian will need to login into their student's database with the parent/guardian's login information and click on the re-enrollment link.
- When the parent/guardian logs into their student's database they will need to put in their student's date of birth and press submit.
- Re-enrollment form will appear for the parent to fill out the form and submit.
- The parent/guardian will get a confirmation e-mail that their application for re-enrollment was submitted.
- The parent/guardian will be able to upload their current proof of residency.

### Paper-based application re-enrollment

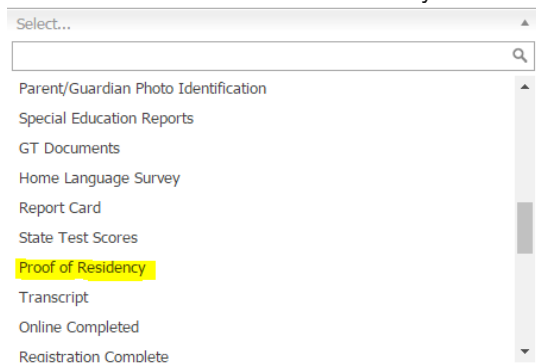
- When you receive a paper-based re-enrollment form for the student, you will go to that student's database.



- Click on the Records Tab
- Next, click on Re-Enrollment
- Look at the student's form and then you will either click on Enrolled or Not Enrolled, depending on if they are re-enrolling for the 2017-2018 school year or if they have decided to not re-enroll for the 2017-2018 school year.



- You will then give the parent/guardian a receipt (please see attached) once they turn in their re-enrollment form. You will give them a copy for their records and you will keep a copy.
- When getting the proof of residency. Please scan the proof of residency and save.
- You will go to Records, click on New tab.
- Select under Item: Proof of Residency



- You will choose the file to upload, press upload and then save.