

Howell Township Public Schools: Instructions for Online Student Registration

Introduction

This document is a step-by-step guide to the online forms used for student registration. These online forms collect parent/guardian and student information. At the end you will have a chance to print or save a checklist that describes the documents you will need to bring with you when you visit the central registration office for the in-person step of student registration.

New Accounts and Logging On

- All new users click the “Start” button to begin.
- If you have already pre-registered a student you can enter your username, password and click the “Login” button to review the record or view the registration checklist.

Welcome to Howell Township School District's pre-registration site.

New student to the district?

To start the pre-registration process, please click the "Start" button.

Click here

Start

Already have a login?

Username

Password

Login Help

Login

Terms and Conditions Page

- Please read the entire registration terms and conditions page.
- At the bottom of the page check the “I Agree” box to indicate you accept the terms and conditions for registering a student.
- Click the “Save and Next” button.

Terms and Conditions

Terms & Conditions

Dear Parent/Guardian,

Welcome to Howell Schools' Registration Gateway. You will be using an online system called Registration Gateway (RG) to pre-register your student(s) in our schools. This online module will streamline and expedite the enrollment process by allowing families to enter state- and locally-mandated information about students from the comfort of their home.

Please review the terms and conditions of this site, check the box labeled I agree, and then click the Save and Next button.

Scroll to bottom of page.



The affidavits and registration forms submitted are legal documents. By signing these forms, you are certifying that the information being submitted is true to the best of your knowledge. In the event that any of the information submitted is found to be fraudulent, you may be subject to criminal and civil penalties and tuition may be assessed for any period of ineligible attendance as stated above.

☐ I agree:



Save and Next

My Account Page

Set up your user account so that you can return and login to the website if you need to revisit your registration information. You will need to provide:

- Username
- Email address
- Password – at least 6 characters long and include a number
- Challenge question for password reminder

Be sure to write down your username and password.

Click the “Save and Next” button to continue.

Please remember to write down your Username and Password. If you have already created an account, please select the “Logout” button on the left to go back to the login page. If you have forgotten your password, please select the “Forgot Password” link to receive an email with your password.

Username*

Enter a username

Email

Enter your email address

Password (must contain at least one number)*

Enter your password

Confirm Password*

Confirm your password

Challenge Question*

What is your favorite movie?



Challenge Answer (Answer is case sensitive)*

Enter your challenge answer

Save and Next

Overview Page

This page describes the steps of pre-registration and how the registration forms work. Please read the page and then click the “Save and Next” button to continue.

Person Completing Pre-Registration Page

- Please enter your name.
- Answer the yes/no questions that appear.
- Click the “Save and Next” button to continue.

Name of Individual Completing Pre-Registration

Please enter the name of the individual who will be completing the Howell Township School District pre-registration process. This name will be placed on the enrollment forms that are generated for the school district's use. This individual must be a legal guardian of the student.

First name *

Last name *

Only custodial parent/guardians who are residents of the district may register a student.

Do you have full or partial legal custody of the student you are registering? *

☐ Yes ☐ No

Back

Save and Next

Meals Benefit Program Page

- If you opt to complete the Free and Reduced Price School Meals Application you can click the link on this page. The application will open in a new browser tab where you can print a copy. Fill out the application and return it to the school.
- Answer yes or no to the question on this page.
- Click the “Save and Next” button to continue.

Parent/Guardian Information Page

- Select “yes” next to the parent or guardian questions that apply.
- Provide the information requested for the parent or guardian.
- Click the “Save and Next” button to continue.

Parent(s)/Guardian(s)

[Delete This Student](#)

Please enter information on your first/next student's parent(s)/guardian(s). You must enter at least one parent/guardian.

For phone numbers, please enter numbers only without any special characters. (Example: 2125551234)

Please enter information on at least one guardian.

Would you like to provide information on this student's mother? *

☐ Yes ☐ N/A

Would you like to provide information on this student's father? *

☐ Yes ☐ N/A

Would you like to provide information on an additional guardian for this student? *

☐ Yes ☐ No

[Back](#) [Save and Next](#)

Enter information for
at least one parent or
guardian.

Residency Affidavit Page

- Please read the instructions describing the residency affidavit sections.
- Determine which section best describes the student's residency status.
- You can use the links on the page to open the residency affidavit in a new tab and print a copy.
- Select the appropriate section from the drop down list.
- Specific questions appear based on your selection. Answer any questions and enter your initials.
- Click the "Save and Next" button to continue.

Student Information Page

- Please enter the requested information about the student.
- Preschool, kindergarten and sixth grade have health requirements. If the student will enter one of these grades click on the health requirements link.
- Some fields include type-ahead lists. As you type options will appear. Select the appropriate choice from the list of options shown.
- Click the "Save and Next" button to continue.

Student

[Delete This Student](#)

Please enter information about this student.

For phone numbers, please enter numbers only without
2125551234)

[If applicable, please click here to open Health Requirements for Preschool Entrance.](#)

[If applicable, please click here to open Health Requirements for Kindergarten Entrance.](#)

[If applicable, please click here to open 6th Grade Immunization Requirements.](#)

Student's first name *

Student's middle name

-----// some form fields hidden in this example //-----

Sibling(s)

Does the student have any siblings, living in the same household, that are 21 years of age or younger? *

☐ Yes ☐ No

[Back](#) [Save and Next](#)

Links to health requirements
for preschool, kindergarten
and sixth grade.

Student Race and Ethnicity Page

- Please read the instructions on this page.
- Answer the race and ethnicity questions.
- Click the “Save and Next” button to continue.

Migrant Education Program Page

- Please read the instructions on this page.
- Answer the questions.
- Click the “Save and Next” button to continue.

McKinney-Vento Questionnaire Page

- Please read the instructions on this page.
- If the student is currently homeless please indicate if one of the housing scenarios describes the student’s situation.
- Answer the final yes/no question.
- Click the “Save and Next” button to continue.

Previous School and Home Language Survey Page

- If the student previously attended school please provide the previous school’s name, address, and phone number.
- Answer the home language survey questions.
- The questions that ask you to enter a language are type-ahead lists. As you type a list of options will appear. Select the appropriate choice from the list of options shown.

Has the student previously attended school? *

☐ Yes ☒ No

Language

Is English the first language learned by the student? *

☒ Yes ☐ No

Does the child speak any language other than English? *

☐ Yes ☒ No

What language is spoken in the home?

English:eng

Is there an additional language spoken in the home?

☐ Yes ☒ No

What language does the child use most often in the home? *

English:eng

Has your child ever been enrolled in a Bilingual or English as a Second Language (ESL) Program? *

☐ Yes:1 ☒ No:0

Emergency Contacts Page

- An emergency contact is someone who would be contacted if the parents/guardians cannot be reached.
- Enter the name and contact information of at least one emergency contact for the student.
- Click the “Save and Next” button to continue.

Code Red Information Page

- Please read the instructions on this page.
- Enter at least one phone number and email address that can be used to contact the student’s parents/guardians.
- Click the “Save and Next” button to continue.

Student Medical Information Page

- Please answer the questions regarding the student’s medical information.
- If the student has a serious medical condition, please schedule an appointment with the school nurse.
- The review document checklist page includes a list of optional medical permission forms that may apply to the student. If you complete any of these forms please tell the school during your in-person visit.

Family Educational Rights and Privacy Act Page

- Please indicate what information may or may not be released for the student.
- Click the “Save and Next” button to continue.

Publications Agreement Page

- Please read the instructions on this page.
- Indicate if you do or do not consent to releasing the student’s photo.
- Click the “Save and Next” button to continue.

Forms to be Electronically Signed Page

- Click the “I Acknowledge” button.
- Click the “Save and Next” button to continue.

Review of Student Pre-Registration Information Page

- This page lists each question you have answered.
- Please review your answers.
- You may edit any response by clicking on the answer to the question. Make the edit and click on “save” to save your changes.
- Click the “Save and Next” button to continue.

Policy Review Page

- Click on the policy listed in the gray box.
- Read the policy.
- Type your initials in the box below the policy and click “Finished with policy review”.

Enrollment Document Checklist Page

- This page lists required and optional documents for registering the student.
- These documents need to be brought to the school during your in-person appointment.
- Clicking the link for any document listed will open the document so you can print a copy.
- Click the “Download PDF” button to save this document to your computer for reference.
- When finished click the “Complete” button to continue.

Schedule Appointment Page

- This page allows you to schedule an appointment with the central registration office to bring in the student’s registration documents. Please allow yourself a few days to complete the registration documents.
- To schedule an appointment:
 - Select an appointment date from the list of available dates.
 - Select an appointment time from the list of available times for the selected date.
 - Answer “yes” to receive an email reminder.
 - Add any comments.
- Click the “Done” button to submit the appointment.
- You will see the appointment confirmation page.
- Click the “Complete” button to continue and quit the online registration form.

Schedule Appointment

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

Name	Appointment Type	Registration Center	Appointment Time
Johnny Test	Central Registration	Central Registration Office	1/11/2016

Would you like to receive an email reminder?
(If your appointment is scheduled for today or tomorrow, you will not receive a reminder.)

Done

Pre-Registration is Complete

Online pre-registration is now complete. Please complete any forms prior to the scheduled appointment at the school.