There are two options for Online KG Roundup. The first option shown is for families new to your corporation and the second option shown is for existing families in your corporation.

New family to your corporation instructions

For any students enrolling in your school for the first time, such as KG Roundup, you can have the parents enter the student via the Family Access. This would only be done for students completely new to your

would

Elementary

enroll

school corporation. This option is also used for the parent/guardian that does not have students currently enrolled in your school corporation. The parent/guardian will go to the family access link for your school corporation. They will touch on "Create an account here".

They will then enter their name, email address, username and password. The username and password is not something from the email they received from the school. Instead they will create their own username and password. It will check to make sure the username they selected is unique and has not been taken by anyone else.



Create my account First name Last name Email is a required field. If the Email parent/guardian doesn't have an exisitng email address, please have them create an email address account Username with Google gmail or Yahoo. Password Confirm password Already have an account? Sign in I need to enroll a new student register

touch on "I need to enroll a new student" to enter the details of their new student.

They will enter the demographics for their student and then touch "Submit". Once the student demographics are submitted by the parents/guardians, the office would then go to Office Use...Web Enrollment and touch on the student to open the web enrollment.

Make any necessary changes (spelling, proper case, etc.) to the ⁵ demographics and then touch "Approve demographic changes" once completed. Select whether the student is enrolling for this year or next year.

The STN Lookup must be used for all enrolling students. Enter the correct STN in the ID field. If student is not found in the Lookup, then use the assigned ID number. ID: 111116018 Touch here for STN Lookup Male

Is the student enrolling for NEXT school year?

Parents/Guardians will touch on any form that does not have a green checkmark and fill that out. They will need to type their name and date at the bottom and then submit the form. The checkmark for the form will turn green once they complete it.

When you select yes, an appropriate ID number will be assigned based on the year enrolled for. When you save the student, students for next year will be marked with a status of "Next Year" and will be in the inactive student view.

Once the student record is created, you can open the demographics and go to the Office Use tab. Touch "Generate random" by the Web Reg Code and Stu Web Reg Code to generate the family access codes.

Ð	for the registration code and student's date of birth	
S	tudent Registration Code	
	enter code	
	Student Date of Birth	
	mm/dd/yyyy	
	register	
Don't have a	registration code? You can get one from your student	s school.
tr	eed to enroll a new studer	ht

Parent/guardians and students can then use these codes, along with the student's date of birth, to add the student to their family access account.

Once students are linked to their account, the parents/ guardians can fill out the online registration forms, if the school has that option activated.

Basics	Guar	dian	Bus Info	Office Us	e	State Reports	5	Guidance	Health
Additiona	data	Tes	scores	Enrollmenthi	story				
Office us	e								
ocker Info	rmatio	1			Veni	cle informa	tion		
Locker number: 138		138	▼ F		Parking permit:				
Locker combination:				License plate num:					
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online registration	[hide]
update demographic information (opens in a new window)	- 1
Consent forms Image: Survey	- 1
✓ Race/Ethnicity Questionnaire	
Work Survey	
Residency Information	
✓ Military Active Duty Survey	
✓ Health History	
✓ CHIRP Release	
✓ Acknowledgment of Student Insurance Assurance Waiver 2015	-2016

My students	
Tori Grade:1 Claudia Grade:K Grade:3	
add student to my account	[show]
Do you have a student that is new to this school? Touch here to emroll them. Somewhere Central Elementary	[top †]

Existing parent KDG Roundup Instructions

If the parent has other students in the corporation, they would simply log in with their existing account. They will touch "Manage Account" to get to the choice to enroll a new student.

The demographics for the student will be entered for their new student and then touch "Submit".

The same steps will be followed for this student as for any new kindergarten student.