

## Instructions for Online Registration

- 1) Log into your parent portal of [teacherease.com](http://teacherease.com).
- 2) There should be a message at the top of the page stating that registration is open for the 17-18 school year with a link that will take you to the online registration. If you don't see the link, under the Miscellaneous tab, select Online Registration.
- 3) There will be a number of steps listed for completion of paperwork, depending on your student's grade level.
- 4) The first step is to fill out the online registration form. There will be three tabs to complete, *Student Information, Family Information, and Emergency Contacts*. Most information will be automatically populated. Please review and update any information. There may be fields that do not apply to you, but require an answer. Please just enter NA. One such field may be *Family Changes Office Should Be Aware Of*.
- 5) Once you have completed the three tabs and saved your information you will be able to pay fees. You can pay the registration fees and add money to lunch accounts all at one time. There will be a convenience fee of 2.9% + \$0.30 per transaction. If you do not want to pay fees online, you can send a check to the school. We will begin accepting fees in our office on August 1<sup>st</sup>. If you need to pay in cash please stop by the office and personally make the payment and you will be issued a receipt.