

## District Student Registration Process

During the 2007 / 2008 school year, a Student Registration Committee was formed to review the current student registration process. Principals, at their quarterly School Review sessions, had requested a more uniform process and updated forms for use by the schools.

A student Registration Committee was formed representative of all levels and stakeholders involved in the registration of students. The charge to the committee was to:

- Standardize the student registration process across the district
- Identify all the student information necessary to register a student
- Meet all special education requirements
- Provide emergency information
- Provide a common staff training on the registration process to ensure the collection of necessary and accurate information
- Transition towards an electronic registration process

Please note that beginning on Monday, October 15<sup>th</sup>, 2008, the following registration process must be followed:

- Only the revised blue registration form may be used
- No changes may be made to this registration form. Any additional information a school may want to collect should be done on another form
- All data must be entered into the district's computer system on all available screens
- Special attention should be given to special education student requirements and timelines
- A hard copy of the registration form should be maintained in the school office and should accompany a student moving within the district
- The computer system will store all data and can produce a Student Portfolio with contact information, etc. Schools should *not* be using the outdated note card system.
- A staff member will be designated as Registrar, follow the registration process and data entry until the process is completed in a timely fashion, and sign the registration form
- An administrator will review the registration information and sign the registration form