

Dickinson ISD Online Student Registration Instructions – Skyward Family Access

Dickinson ISD has updated the required back to school registration process. We will now utilize Skyward Family Access to verify and update student, family, emergency, and health information.

1st: Log in to Family Access with your Family Access Login ID and password

Go to the **Dickinson ISD website** (www.dickinsonisd.org) and use the Skyward Family Access link in the bottom left corner:



Your one Family Access account allows you to **access all of your children**.

If you do not have a Family Access Login ID, you can request one by contacting your child's campus. Campus phone numbers are listed on the main Dickinson ISD home page by clicking on the **Campuses** link and then selecting your child's school campus from the list.

NOTE: Only **Family #1** will be able to **make changes** to your child's information. Family #1 is **determined by the address where the student resides**.

2nd: Click on the "Go to Online Registration" link.

****YOU MUST COMPLETE THIS REGISTRATION PROCESS FOR EACH CHILD.**

The following section will display on the main page when you log in to Family Access:



To begin the registration process, click the link that says Go to Dickinson ISD Online Registration

3rd: When you click on the Online Registration link, the screen below displays. Follow the directions carefully as you navigate through the steps. You must complete each step in order.

Dickinson ISD Online Registration		
<div>Home</div> <div>New Student Online Enrollment</div> <div>Dickinson ISD Online Registration</div> <div>Calendar</div> <div>Student Info</div> <div>Discipline</div> <div>Test Scores</div> <div>Fee Management</div> <div>Activities</div> <div>Student Services</div> <div>Educational Milestones</div> <div>Portfolio</div> <div>Health Info</div> <div>Login History</div>	<div>(DICKINSON CONTINUATION CENTER 2022-2023)</div> <div>District Message</div> <div>Welcome to the Dickinson ISD Online Student Registration</div> <div>Please go through each of the steps below to complete you child's registration.</div> <div>You must click the button/link for each step which opens a new window where you can verify or update the student information.</div> <div>After you finish each step, check the Step # box. This will mark the step as complete. You are then able to move to the next step in the process.</div> <div>The final step will give you the option to print a review page.</div> <div>Make sure you click the "Complete Registration" button in the final step. This flags your account as "Complete"</div> <div>All returning student must provide proof of residency to the appropriate campus at the time designated in the Back to School Packet.</div>	<div>District Message</div> <div>1. Verify Student Information</div> <div>a. Student Information</div> <div>b. Family Address</div> <div>c. Family Information</div> <div>d. Emergency Information</div> <div>e. Emergency Contacts</div> <div>f. Health Information</div> <div>2. Online Meal Application</div> <div>3. Look up bus route</div> <div>4. Back to School Packet</div> <div>5. Texas Kids First Student Insurance Information</div> <div>6. Transportation Information</div> <div>7. Student Residency Questionnaire</div> <div>8. CIS Parent Consent</div> <div>9. Proof of Residency</div> <div>10. Military Connected Students</div> <div>11. Migrant Survey</div> <div>12. False Information Form</div> <div>13. Foster Care Form</div> <div>14. Free and Reduce Price Meals</div> <div>15. Health Questionnaire</div> <div>16. Media Permission</div> <div>17. Network/Internet Access</div> <div>18. Student Code of Conduct and Handbooks</div> <div>19. Student History</div> <div>20. Complete Dickinson ISD Online Registration</div> <div>Next</div>

When you have **completed** each step in the registration process, **check the box for that step that reads, "I have completed this step"**. You will not be able to proceed to the next step until you have completed the previous step. To move from step to step press the **Next Step** button.

For each step:

Click the button/link which opens a new window where you will verify or update information

Follow the directions for that step. Enter/Update information. Click the SAVE button.

Check the box for each step to mark that step as Complete.

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 1a. Verify Student Information: **Student Information** (Required)

Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

General Information

First:	<input type="text"/>	Middle:	<input type="text"/>
Last:	<input type="text"/>	Suffix:	<input type="text"/>
Birthday:	<input type="text"/>	Gender:	<input type="text" value="Male"/>
Other Name:	<input type="text"/>		
Language:	<input type="text" value="SPANISH"/>	Race:	<input type="text" value="HISPANIC"/>
<input type="checkbox"/> Do you have internet access?			
<input type="checkbox"/> Do you have a device to access eLearning material?			
Home Phone:	<input type="text"/>	Ext:	<input type="text"/>
<input type="text" value="Cell"/>	<input type="text"/>	Ext:	<input type="text"/>
<input type="text"/>	<input type="text"/>	Ext:	<input type="text"/>
School Email:	<input type="text"/>	Home Email:	<input type="text"/>
Birth County:	<input type="text" value="Galveston"/>		
Birth State:	<input type="text" value="TX - TEXAS"/>		
Birth Country:	<input type="text" value="USA"/>		

Federal Impact Aid

Rank/Civilian:	<input type="text"/>
Uniformed Service/Civilian:	<input type="text"/>
Country of Service:	<input type="text"/>
Place of Employment:	<input type="text"/>
Lives on Federal Property:	<input type="text"/>

Allow Publication of Student's Name for:

Military:	<input type="text" value="No"/>	Higher Ed:	<input type="text" value="Yes"/>	Public:	<input type="text" value="Yes"/>
Internet:	<input type="text" value="Yes"/>				

Complete Step 1a and move to Step 1b

Verify that your student's information is correct in this screen. If you need to change phone numbers, you will have to contact your child's school.

When done click the button at the bottom of the screen that reads: Complete Step 1a and move to Step 1b; the following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 1b. Verify Student Information: Family Address Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

Address [Preview Address](#)

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

County:

Mailing Address

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

[Complete Step 1b and move to Step 1c](#)

Verify that your child's address is still the same. If the address has changed, you will need to contact your child's school and provide a proof of residency document.

When finished click on the button that reads Complete Step 1b and move to Step 1c. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 1c. Verify Student Information: Family Information (Required)

Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

Family Options

Home Language: SPANISH

☒ Receive a Paper Copy of Report Card

Guardian Number: 1

Name: [REDACTED]

☐ Custodial

Relationship: Mother

Employer: [REDACTED]

Home Email: [REDACTED]

Primary Phone: [REDACTED]

Ext: [REDACTED]

[REDACTED]

☐ Confidential

☐ Long Distance

Cell [REDACTED]

Ext: [REDACTED]

[REDACTED]

[REDACTED]

Ext: [REDACTED]

[REDACTED]

Guardian Number: 2

Name: [REDACTED]

☐ Custodial

Relationship: Father

Employer: [REDACTED]

Home Email: [REDACTED]

Cell [REDACTED]

Ext: [REDACTED]

[REDACTED]

[REDACTED]

Ext: [REDACTED]

[REDACTED]

Complete Step 1c and move to Step 1d

Verify and make any changes to this screen. When done click the button that reads Complete Step 1c and move to Step 1d. The following screen will appear:

Dickinson ISD Online Registration

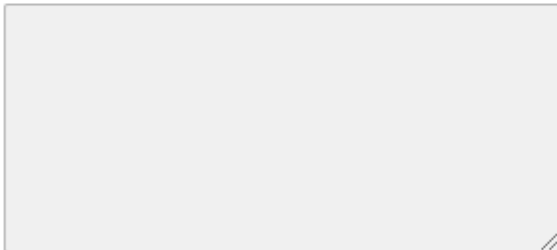
[REDACTED] (DICKINSON CONTINUATION CENTER 2022-2023)

Step 1d. Verify Student Information: **Emergency Information** (Required)

Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

☐ Critical Alert Information



Last Name, First

Physician: [REDACTED]

Dentist: [REDACTED]

Hospital:

Insurance: [REDACTED]

Policy:

Complete Step 1d and move to Step 1e

Verify or enter your child's physician information. When done click the button that reads Complete Step 1d and move to Step 1e. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 1e. Verify Student Information: Emergency Contacts (Required)

Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

Add Emergency Contact

Change Emergency Contact Order

Contact Number: 1

Delete this Emergency Contact

First: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]

Middle: [Redacted]

Cell [Redacted] Ext: [Redacted]

Last: [Redacted]

[Redacted] Ext: [Redacted]

Relationship: Mother

Pick Up: No

Comment: [Redacted]

Contact Number: 2

Delete this Emergency Contact

First: [Redacted]

This person is or was a Student in the District.
They must update their own phone numbers.

Middle: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]

Last: [Redacted]

Cell [Redacted] Ext: [Redacted]

Relationship: Father

[Redacted] Ext: [Redacted]

Pick Up: Yes

Comment: [Redacted]

Complete Step 1e and move to Step 1f

In this screen, you can edit or update your child's emergency contacts. When done click on the button that reads Complete Step 1e and move to Step 1f. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 1f. Verify Student Information: **Health Information** (Required)

Undo

If your student's residential address or mode of transportation to/from school has changed, the registration is still pending completion at the student's campus. Check the dates and times for your student's campus registration event since these changes must be processed in person or their residential status and/or transportation change will not be verified and applied to your student(s).

Health Problems:

Allergy Notes:

Medication Notes:

Hospital Notes:

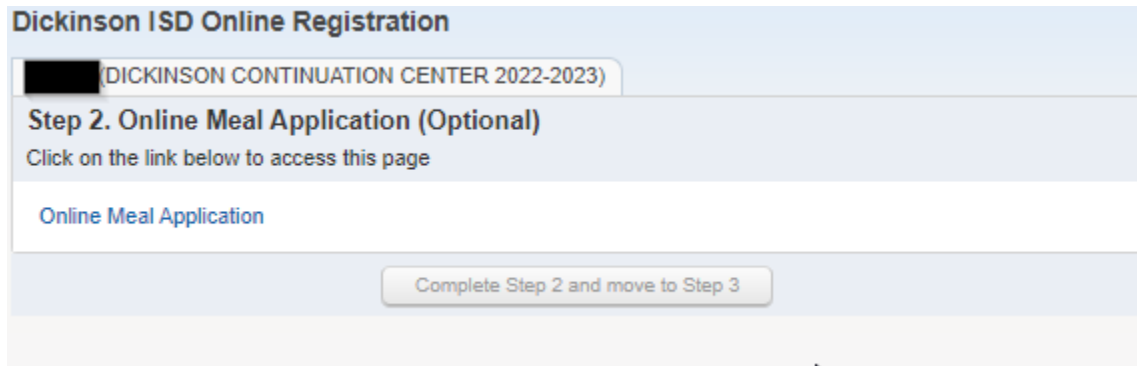
Vision Notes:

Hearing Notes:

Other Concerns:

Complete Step 1f and move to Step 2

This screen is for review only and shows any health conditions that we have on file for your child. If you need to change this information, contact your school's nurse. When done reviewing the information click the button that reads Complete Step 1f and move to Step 2. The following screen will appear:



Dickinson ISD Online Registration

DICKINSON CONTINUATION CENTER 2022-2023)

Step 2. Online Meal Application (Optional)

Click on the link below to access this page

[Online Meal Application](#)

Complete Step 2 and move to Step 3

This is the first of several screens that are links to other web pages. This is an optional step and needs to be filled out for students who will participate in our food and nutrition program. To complete the step, click on the link that reads Online Meal Application. A new web browser page will open to the meal application.



[Lunch Money Now](#) [Español](#) [Register](#)

Dickinson ISD

Accepting applications for the 2022 - 2023 school year is closed. Dickinson ISD will begin accepting online Free & Reduced Meal applications after August 1st. Please check back for additional information.

Thanks for using MEAL APP NOW and have a wonderful summer. See you next school year!
Food and Nutrition Services Department
Dickinson ISD

.....

Dickinson ISD
Food and Nutrition Services
www.dickinsonisd.org

.....

Login or [Register](#)

Username

Password

[Forgot User](#) / [Forgot Password](#)

[Login](#) ➔

[Guest Login](#) ➔

No Account Required

Fill the application out if you wish and when done, close the browser window. If your child will not be participating in the meal program then you can just close the browser.

When done click the button that reads Complete Step 2 and move to Step 3. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 3. Look up bus route (Optional)

Bus routes and times are subject to change due to number of riders. If you have an alternate address where you would like your student to be picked up you must appear at the school during the date of registration.

[Look up bus route](#)

[Complete Step 3 and move to Step 4](#)

This is again an optional step. By clicking on the link that reads Look up bus route, you can determine which bus route your child will be on once face-to-face instruction begins.

After you click the link, the following screen will appear in a new browser window:

Dickinson ISD

Bulletin | Contact Us | Register

Search

Number and Street Zip Code

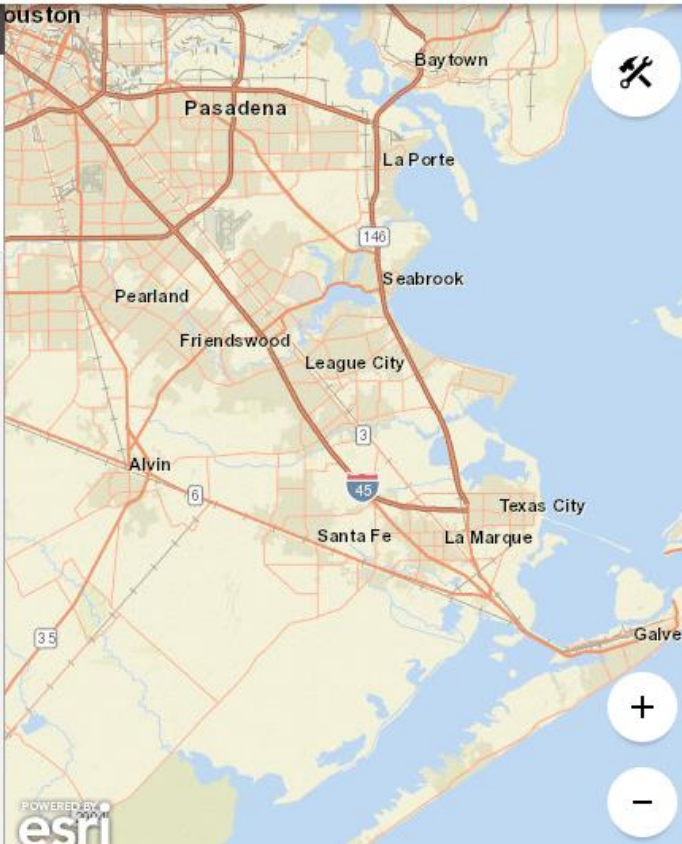
All Grades and Schools

Search

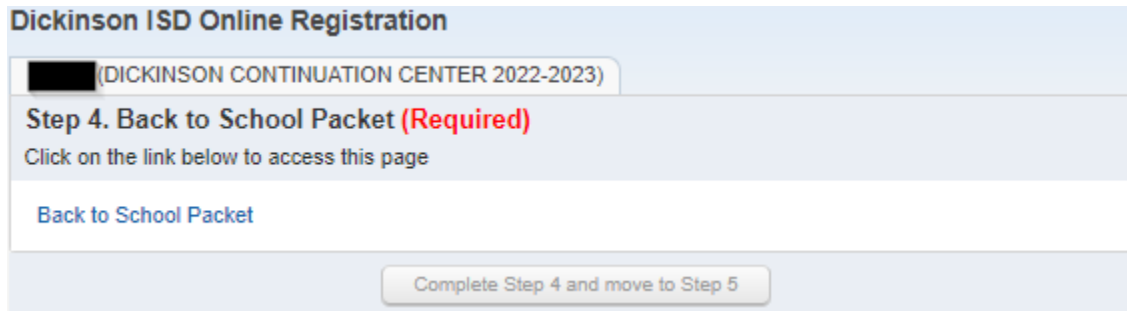
Enter address to search or select Pin to locate on map.

infofinder i

esri

A map of the Houston area, Texas, showing major highways and cities. The map is centered on Houston and includes labels for cities such as Pasadena, Baytown, La Porte, Seabrook, Pearland, Friendswood, League City, Alvin, Santa Fe, Texas City, La Marque, and Galveston. Major highways like I-10, I-45, and I-67 are visible. The map is powered by Esri and includes a search bar and a pin icon.

You must click on the link even if you do not wish to look up the route. When done click the button that reads Complete Step 3 and move to Step 4. The following screen will appear:



The screenshot shows a web interface for Dickinson ISD Online Registration. At the top, there is a header bar with the text "Dickinson ISD Online Registration". Below this, there is a section with a blacked-out area followed by the text "(DICKINSON CONTINUATION CENTER 2022-2023)". The main heading for this section is "Step 4. Back to School Packet (Required)" in bold, with "Required" in red. Below the heading, there is a instruction: "Click on the link below to access this page". Underneath this instruction is a blue hyperlink that reads "Back to School Packet". At the bottom of the section, there is a button that reads "Complete Step 4 and move to Step 5".

This is a required step. Click on the link that reads Back to School Packet to review important information about the upcoming school year, such as supply lists, code of conduct, student handbooks and more. When you click the link, the following screen will appear in a new browser window:

Quicklinks

[Public Information Home](#)
[Affidavits](#)
[Bidding Requirements](#)
[Bond 2020](#)
[Connect With Us!](#)
[Dickinson ISD Strategic Plan](#)
[District Improvement Plan](#)
[District Map](#)
[School Emergency Communications](#)
[Hurricane / Severe Weather Guide](#)
[Newsroom](#)
[Remote Instruction](#)
[2021-22 District Calendar](#)
[2021-22 Student Code of Conduct](#)
[2021-2022 Student Handbooks](#)
[Disaster Resources](#)



Coming soon!



First day of school August 17, August 18

Students entering pre-kindergarten, kindergarten, and grades 5, 7, and 9 will have the opportunity to get ready for the 2022-2023 school year and a new campus by participating in the district's new Transition Day. On Wednesday, August 17, students entering these grades will be treated to a special day to become acquainted with their new campus, teachers, schedules and school procedures before the return of all students and the official start of the school year on Thursday, August 18.

Dickinson ISD hopes that providing this day focused on these grade levels will help ease the fear and anxiety students sometimes experience when moving into a new grade level at a different campus. By having these students start a day earlier, campus administrators and teachers will have dedicated time to help the students adjust to the campus and classroom routines before school.

DICKINSON ISD 2022-2023 SCHOOL TIMES

High School (Grades 9-12) 7:05 a.m. - 2:55 p.m.	Elementary School Grades K-4 8:50 a.m. - 4:00 p.m. Morning Pre-K 8:30 a.m. - 11:45 a.m. Afternoon Pre-K 12:45 p.m. - 4:00 p.m.
Middle School & Junior High (Grades 5-8) 7:45 a.m. - 3:15 p.m.	



When done reviewing the back to school information, close the browser window. Then click on the button that reads Complete Step 4 and move to Step 5. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

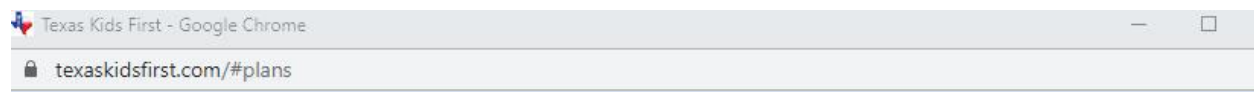
Step 5. Texas Kids First Student Insurance Information (Optional)

Click on the link below to access this page

[Texas Kids First Student Insurance Information](#)

Complete Step 5 and move to Step 6

This is an optional step. You will have to click on the link that reads Texas Kids First Insurance Information to get the web page to display:



Available Coverage Plans

 At-School Accident Plan	 24-Hour Accident Plan	 Football Accident Plan
At-School Accident Plan - No Athletics \$30 per school year	24-Hour Accident Plan - No Athletics \$80 per school year	Football Accident Plan \$325 per school year
At-School Accident Plan including Athletics \$90 per school year	24-Hour Accident Plan including Athletics \$180 per school year	
Provider Network Texas Kids First Network	Provider Network Texas Kids First Network	Provider Network Texas Kids First Network

Football Accident Plan is available to only those students enrolled in a district or private school insured with Texas Kids First.

When done, close the web browser window and click the button that reads Complete Step 5 and move to Step 6. The following screen will appear:

Dickinson ISD Online Registration

DICKINSON CONTINUATION CENTER 2022-2023)

Step 6. Transportation Information (Required)

Click on the link below to access this page

Print

View Full Screen



Transportation Information

***How will the student arrive at school?**

If the student will ride the bus, where is the pickup location?

If an alternate location, please provide the name and address (the before-school provider must be an emergency contact).

Name

Street Address

City

TX State Zip Code

Bus addresses must be within the same attendance zone for PK-8 grade campuses and within the district for all other campuses.

***How will the student leave school to go home?**

If the student will ride the bus, where is the drop-off location?

If an alternate location, please provide the name and address (the after-school provider must be an emergency contact).

Name

Street Address

City

TX State Zip Code

Bus addresses must be within the same attendance zone for PK-8 grade campuses and within the district for all other campuses.

Complete Step 6 and move to Step 7

The Transportation Information Form is required to be filled out for your student each year.

When done, close the browser window and click on the button that reads Complete Step 6 and move to Step 7. The following screen will appear:

DICKINSON INDEPENDENT SCHOOL DISTRICT				
Student Residency Questionnaire 2022-2023				
Student Legal Name: <input type="text"/>		Phone Number: <input type="text"/>	Current DISD Campus: DICKINSON CONTINUATION CENTER	
Current Address: <input type="text"/>		How long has the student lived at the current address: <input type="text"/>	Current Grade Level: 12	
City and Zip Code: <input type="text"/>				
DISD Student ID#: <input type="text"/>		Date of Birth: <input type="text"/>	Gender: Male <input type="text"/>	
Last School Attended: <input type="text"/>		Last Date Attended: <input type="text"/>		
Name of person with whom the student resides: <input type="text"/>				
Relationship to student: <input type="text"/>				
Signature (Type in your name to indicate signature): <input type="text"/>		Date: <input type="text"/>		
<small>Presenting a false record or falsifying information for enrollment purposes is an offense under Section 37.10, Penal Code. Enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC 25.002(3)(d).</small>				
<small>This questionnaire is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act (42 U.S.C. 11435). The answers to this residency information help determine the services the student may be eligible to receive.</small>				
1. Does this student live in a home, apartment, or trailer that is owned, leased, or rented by their parent or legal guardian?				
<input type="text"/>				
2. Is the student's current address temporary due to loss of housing, economic hardship, or natural disaster? (Ex. fire, flood, lost job, divorce, eviction, etc.)				
<input type="text"/> Name of Natural Disaster (if applicable): <input type="text"/>				
3. Does the home, apartment, or trailer where the student lives have access to utilities (running water, electricity, gas)?				
<input type="text"/>				
4. Where is the student presently living?				
<input type="text"/>				
Name of Hotel/Motel if living in a Hotel/Motel: <input type="text"/>				
If living in own home, apartment, or trailer affected by a natural disaster briefly explain and indicate the name of the natural disaster:				
<input type="text"/>				
If other please briefly explain:				
<input type="text"/>				
5. Please provide the following information for school-age siblings of the student who reside at the same address:				
School Use Only-ID#	Legal Name	Grade Level	School	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAMPUS PERSONNEL				
<small>If the student or family checked NO to Question #1 or YES to Question #2 or NO to Question #3, please email the form to jallen@dickinsonisd.org.</small>				

The Student Residency Questionnaire is required to be filled out for your student each year. You will most likely want to click the View Full Screen option in order to see the form fully to more easily enter your information.

Once you have completed the form click the Exit Full Screen button. When done click on the button that reads Complete Step 7 and move to Step 8. The following screen will appear:



CIS PARENT CONSENT / RELEASE OF INFORMATION
School Year 2022-2023

CI19-2

For english complete page 1, Si necesitas una copia en Espanol por favor preguntale al la escuela de tu hijo/a

Consent to Participate:

1. I give permission for my child (name): [redacted] to participate in the Communities In Schools (CIS) program for the 2022-2023 school year. Services my child may receive include but are not limited to supportive guidance/counseling, educational support, tutoring, mentoring, enrichment activities, referrals to other agencies, and other: [redacted].
2. I give permission for my child to complete surveys and/or assessments administered by CIS to guide service planning and determine progress.
3. I acknowledge that this consent is voluntary and may be revoked at any time by informing CIS staff, in writing, except that prior consent will still apply to the extent that agencies have already acted in reliance of it.

Consent to Release of Information:

4. I give permission for CIS to provide and obtain the following information about my child (name): [redacted] from the school, school district, the Texas Education Agency and/or the CIS National Office: grade reports, attendance records, test scores, disciplinary information, class schedules, identification numbers, free/reduced lunch status, health-related information, special education information, interventions and services provided, and other: [redacted].
5. I acknowledge that the information provided and obtained may be used to plan and adjust services that will help my child, for tracking and reporting purposes, and to evaluate and determine the effectiveness of the CIS program.
6. I acknowledge that the records and information released under this consent will be kept confidential to the extent permitted by law and used only for the purpose indicated.
7. I acknowledge that the release of records under this consent is subject to any limitations placed by federal and state law.
8. I acknowledge that this consent allows release of data for the school year listed above. Data from this year will be retained for up to five years and may be shared during that time for evaluation purposes or to provide services that will help my child.
9. I acknowledge that the records released concerning the student may contain references to other persons (i.e., members of the student's family).
10. I understand that the data and information collected on my child including documentation of services provided to my child is maintained in a secure computer database and a case file. I authorize CIS to maintain the information provided for the purposes noted above in the CIS computer database and case file.
11. I acknowledge that I have the right to inspect or obtain a copy of any record released by this consent upon request in writing to the releasing agency, subject to any applicable copying costs and legal limitations.

12. In addition, I give permission for CIS to provide and/or obtain the above information and other information noted below from the following individuals or organizations:

[redacted]	Individual/Organization	[redacted]	Information to be Released
[redacted]	Individual/Organization	[redacted]	Information to be Released

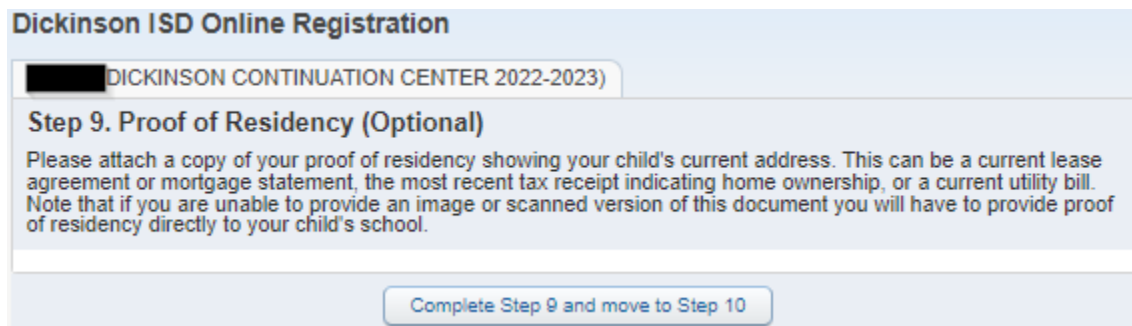
Is my child eligible for free or reduced priced lunch? ☐ YES ☐ NO
CIS may use photograph(s) or video footage of my child for marketing purposes ☐ YES ☐ NO

My signature below gives permission for my child to participate in the CIS program. My signature authorizes CIS to obtain the above types of information related to my student and to provide the above types of information to the school, school district, Texas Education Agency, CIS National Office and/or the released agents identified above

I release Communities In Schools and its employees, volunteers, or agents from liability for accidents, injuries, or illnesses that may occur to my child during his/her participation in the program. My child and I understand that we are voluntarily participating in the Communities In Schools program.

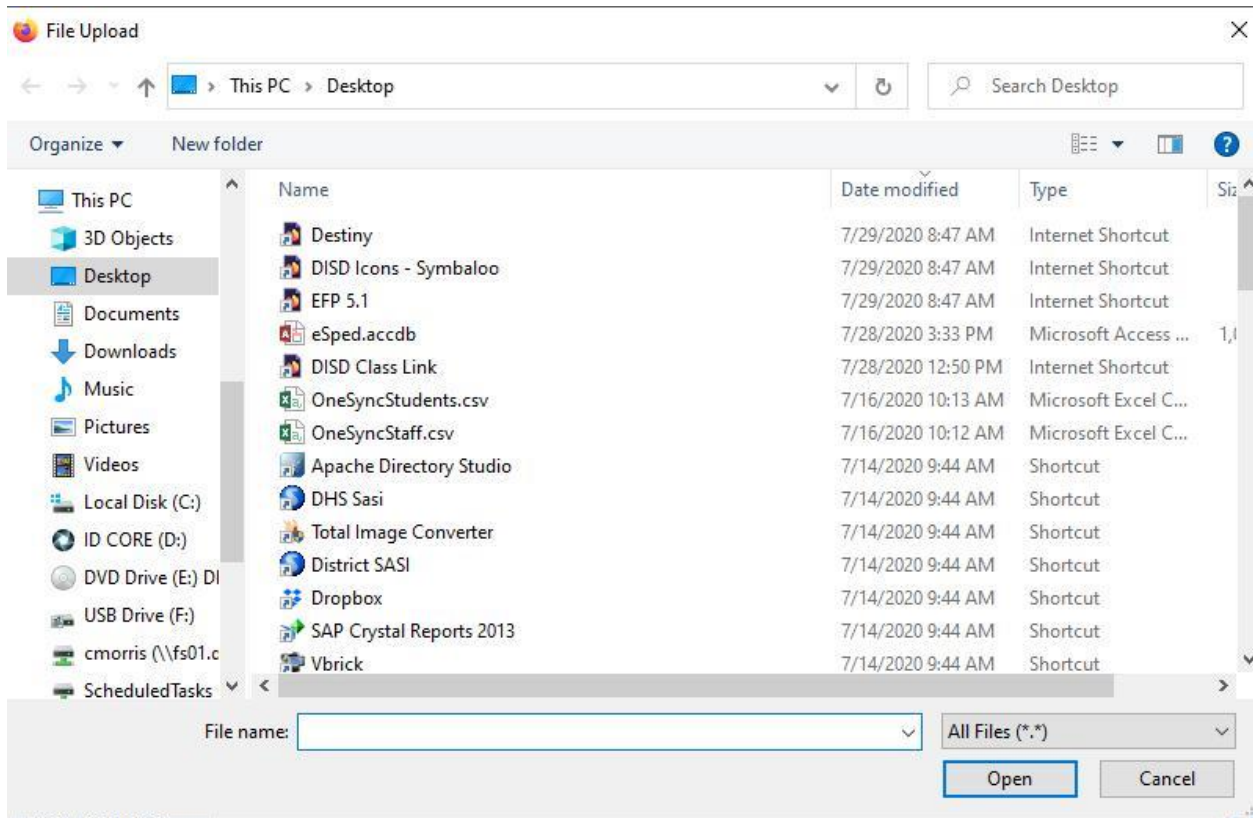
The CIS Parent Consent form only needs to be filled out for students who participated in the Communities in Schools program last year. You will most likely want to click the View Full Screen option in order to see the form fully to more easily enter your information.

Once you have completed the form click the Exit Full Screen button. When done, or if you do not need to fill out the form, click the Complete Step 8 and move to Step 9 button. The following screen will appear:



The screenshot shows a web interface for Dickinson ISD Online Registration. At the top, there is a header "Dickinson ISD Online Registration" in a light blue bar. Below this, a breadcrumb trail shows "DICKINSON CONTINUATION CENTER 2022-2023". The main content area is titled "Step 9. Proof of Residency (Optional)". Below the title, there is a paragraph of instructions: "Please attach a copy of your proof of residency showing your child's current address. This can be a current lease agreement or mortgage statement, the most recent tax receipt indicating home ownership, or a current utility bill. Note that if you are unable to provide an image or scanned version of this document you will have to provide proof of residency directly to your child's school." At the bottom of the form, there is a button labeled "Complete Step 9 and move to Step 10".

This year we are allowing Parents to provide Proof of Residency electronically. If you have the ability to scan or take a photo of your proof of residency document, you can upload it from this screen. The document can be in any image format or a PDF document. To upload the document click the Browse button. A file explorer window will appear:



Browse to the folder that contains your document and once it is selected, press the Open button. When done, or if you do not have an electronic copy of your Proof of Residency press The Complete Step 9 and move to Step 10 button. Note that if you do not have an electronic copy of this document, you will still have to provide one to your child's school. Call the campus to ask for details of when you can bring this in.

After pressing the Complete button, you will see the following screen:



Military Connected Student Form

The Texas Legislature requires to collect data regarding students who are Military Connected. Schools must recognize and extend certain privileges to students who are military dependents and assist military dependent students in the transition process of changing schools when their military parents are reassigned and forced to relocate.

Student Name: Grade: Student ID:

Student Date of Birth: School Name:

The term "dependent", with respect to a member of a uniformed service, means the spouse of the member, an unmarried child of the member, an unmarried person who is placed in the legal custody of the member and is dependent on the member for over one-half of the person's support, resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation, or under such other circumstances as the Secretary concerned may by regulation prescribe and is not a dependent of a member under any other paragraph. (37 USC Sec. 401)

Please check only one box:

Grades K-12

☐ Student is a dependent of an Active Duty member of the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard). (TEA Code 1)

☐ Student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard). (TEA Code 2)

☐ Student is a dependent of a member of a reserve force in the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard). (TEA Code 3)

☐ Student is a dependent of a former member of US military, Texas National Guard, or reserves of US military. (TEA Code 5)

☐ Student was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty. (TEA Code 6)

Prekindergarten

☐ Prekindergarten student is a dependent of:

- an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard
- an activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard)
- an activated/mobilized member of the Reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard; who are currently on active duty or who were injured or killed while serving on active duty (TEA Code 4)

☐ Student is none of the above (TEA Code 0)

Parent/Legal Guardian Signature

Date

The Military Connected Status needs to be filled out for all students whether or not they are a military dependent. You may need to click View Full Screen to see the entire form.

Complete the form, then Exit Full Screen button. Next press the Complete Step 10 and move to Step 11 button. The following screen will appear:


Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 11. Migrant Survey (Required)

The Migrant Survey form is required to be filled out for all students. For ease of use you can click on the view full screen button at the top right of the screen to see the form easier. Once done you can click the exit full screen button.

[Print](#)[View Full Screen](#)

**Migrant Survey**

Student Name **Local ID**

Campus

Your child may qualify for supplemental services in your school district if he/she meets certain qualifications. Dickinson ISD is cooperating with the Migrant Student Education Project in identifying students of family members employed in the agriculture, fishing, or timber industry.

***Have you done seasonal or temporary agricultural or fishing-related work (e.g., field work, canneries, lumbering, dairy work, or meat processing) during the last 3 years?**

***Have you moved between school districts and/or states during the last 3 years due to economic necessity?**

***Do you have a child who is under the age of 22, who lacks a U.S. issued high school diploma or Certificate of High School Equivalency (HSE/GED) and is currently not enrolled in school?**

Signature of Parent/Legal Guardian**Date**

[Complete Step 11 and move to Step 12](#)

The Migrant Survey form must be completed for all students whether or not they are considered a migrant student. You may need to click View Full Screen to view the entire form.

Once the form is completed, Exit Full Screen. Next, click the Complete Step 11 and move to Step 12 button. The following screen will appear:

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)

Step 12. False Information Form (Required)

[Print](#) [View Full Screen](#)

DICKINSON
INDEPENDENT SCHOOL DISTRICT

False Information

Please read the following information carefully before electronically signing below:

Education Code 25.002 (d)
When accepting a child for enrollment, the school district shall inform the parent or other person enrolling the child that presenting a false document or false records under this section is an offense under Section 37.10, Penal Code, and that enrollment of the child under false documents subjects the person to liability for tuition or costs under Section 25.001(h).

Education Code 25.001 (h)
In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:
(1) the maximum tuition fee the district may charge under Section 25.038; or
(2) the amount the district has budgeted for each student as maintenance and operating expenses.

Dickinson I.S.D. may enforce these codes to the fullest extent.

I have read the preceding Education Code statements and fully understand the consequences of falsification of documentation.

<input type="text"/>	<input type="text"/>
Signature of Parent/Legal Guardian	Date
<input type="text"/>	<input type="text"/>
Driver License/State ID Number	State

[Complete Step 12 and move to Step 13](#)

The False Information form must be completed for all students.

When done click the button that reads Complete Step 12 and move to Step 13. The following screen will appear:



Foster Care Form

The Texas Legislature requires that all Texas school districts collect data regarding enrolled students who are in foster care.

Student Name:

Grade: Student ID:

Student Date of Birth:

School Name:

Parent / Guardian Name:

Date:

- ☐ Student is currently in the conservatorship of the Department of Family & Protective Services. Please attach a copy of the Texas DFPS Placement Authorization Form or a court order that designates the student is in foster care. (TEA Code 1)
- ☐ Prekindergarten student was previously in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 26.201, Family Code. Please attach a copy of the Texas DFPS and CPS verification letter. (TEA Code 2)
- ☐ Student is none of the above. (TEA Code 0)
*If yes, STOP.
Do not complete the remainder of this form.*

If the student is currently in the conservatorship of the Department of Family & Protective Services, please complete the information below:

Foster Parent/Placement Name:

Foster Parent/Placement Address:

CPS/Child-Placing Agency Name:

Date Placed with Agency:

Agency Contact Name:

Phone Number:

Last School Attended:

Current Grade:

Information on the status of parental rights:

Does the student have an IEP? ☐

Does the student have a 504 plan? ☐

Date student presented for enrollment:

Enrollment Certifications


The Foster Care form must be completed for all students whether or not they are in Foster Care. You may need to click View Full Screen to view the entire form.

When done click the Exit Full Screen button and then click the button that reads Complete Step 13 and move to Step 14. The following screen will appear:

Dickinson ISD Online Registration

DICKINSON CONTINUATION CENTER 2022-2023)

Step 14. Free and Reduce Price Meals (Required)

**DICKINSON**
INDEPENDENT SCHOOL DISTRICT

Information About Applying for Free and Reduced-Price Meals

The Dickinson ISD Food and Nutrition Services department makes it fast and simple to apply for free or reduced-price meal benefits. Households may apply for meal benefits anytime during the 2022 — 2023 school beginning on Monday, **August 1, 2022**. Households seeking monetary assistance for school meals are encouraged to apply for meal benefits. Approved meal benefits will begin on the date of issuance during the 2022 — 2023 school year and continue for the first 30 operating days of the 2023 — 2024 school year, or until a new eligibility determination has been made for the 2023 — 2024 school year, whichever comes first. This is to ensure that all households applying for meal benefits have time to submit a new application for the new school year. Households seeking monetary assistance for school meals are required to apply for meal benefits every school year.

Click [here](#) to apply for the meal benefits.

To manage cafeteria funds and monitor student accounts, please visit [LunchMoneyNow](#).

For more information and to view the district's charging policy, please visit our [website](#).

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

☐ *I have read and acknowledged the information on this form.

[USDA Nondiscrimination Statement](#)

Complete Step 14 and move to Step 15

The Free and Reduce Price Meals form is required to be filled out for your student each year. You will most likely want to click the View Full Screen option in order to see the form fully to more easily enter your information.

When done click on the button that reads Complete Step 14 and move to Step 15. The following screen will appear:



Student Health Questionnaire and Screening Notice

Student Name	Sex
<input type="text"/>	Male ▾
DOB	Grade
<input type="text"/>	12
Street Address	
<input type="text"/>	

The Texas Department of State Health Services Screening Guidelines:

Vision and hearing screenings take place in Pre-K, Kindergarten, 1st, 3rd, 5th, and 7th grade. A photo screening device can be used to screen students at any age for risk factors that may lead to vision disorders. Spinal screenings occur with girls in the fall of 5th and 7th grade, and with boys in the fall of 8th grade. Students will also be screened if they are new to the district or have never been previously screened. Parents are notified of screening results ONLY if follow-up is required.

Texas Risk Assessment for Type 2 Diabetes in Children:

During vision/hearing screenings of 1st, 3rd, 5th, and 7th graders, our nursing staff will assess children for the acanthosis nigricans marker, a skin condition that signals high insulin levels. Children who are positively identified with the marker undergo additional assessments of body mass index (BMI), BMI percentile, and blood pressure. Referrals are issued to the parents of these children, alerting each parent of their child's risk factors and encouraging further evaluation from a health professional.

Head Lice:

Dickinson ISD is committed to working with families on this frustrating problem and requests that you periodically screen your child to facilitate the early detection of head lice.

School nurses screen individual children for head lice when suspected. Siblings of a child with an infestation will be screened as well. Entire class screenings will NOT be conducted, as they are not proven to be an effective means to prevent further infestation and are not recommended by the American Academy of Pediatrics. If lice are found on a child, the parent is notified to pick the child up for treatment.

To return to school, the child must be lice-free and must be accompanied by a parent to the school nurse's office to be cleared before re-entry into the classroom. Students may only receive 4 excused absences due to head lice during the school year.

Health Questionnaire:

It is important for the health and safety of your student that school personnel have COMPLETE and CURRENT information regarding your student's health. If your child has a medical condition, or medical changes occur during the school year, it is the parent/guardian's responsibility to notify the school nurse and update this information. All forms for medical conditions must be updated every year by the student's physician. Parents are expected to share the student's health condition(s) with the student's teacher(s).

****HEALTH INFORMATION MAY BE SHARED WITH SCHOOL AND EMERGENCY PERSONNEL ON A NEED-TO-KNOW BASIS.**

*****IN THE EVENT OF AN EMERGENCY, I HEREBY AUTHORIZE DICKINSON INDEPENDENT SCHOOL DISTRICT OFFICIALS TO SECURE MEDICAL TREATMENT. I UNDERSTAND THE STUDENT IS GENERALLY TRANSPORTED BY AMBULANCE TO THE NEAREST EMERGENCY CARE FACILITY. I WILL NOT HOLD THE SCHOOL DISTRICT OR ITS EMPLOYEES FINANCIALLY RESPONSIBLE FOR THE EMERGENCY CARE AND/OR**

The Student Health Questionnaire form is required to be filled out for your student each year. You will most likely want to click the View Full Screen option in order to see the form fully to more easily enter your information.

When done click on the button that reads Complete Step 15 and move to Step 16. The following screen will appear:

Dickinson ISD Online Registration

██████████ DICKINSON CONTINUATION CENTER 2022-2023)

Step 16. Media Permission (Required)

DICKINSON
INDEPENDENT SCHOOL DISTRICT

Media Permission

In a typical school year, there are numerous positive activities in the schools which merit news coverage. School yearbooks, school newspapers, as well as outside news media outlets such as local newspapers, radio, and television news media, include student information and student pictures in their coverage. Additionally, Dickinson ISD has a website where district information is posted. The site is www.dickinsonisd.org. In addition, many times, teachers like to publish student artwork or other student work on the website. Dickinson ISD also utilizes social media (Facebook and Twitter) to publicize the positive achievements of students and the district.

If you do not want information or photos about your student featured in district public relations efforts, you must send an email or letter to the Public Information Office in the district's Education Support Center. This can be emailed to tdowdy@dickinsonisd.org or mailed to Dickinson ISD, Attn: Public Information Office, P.O. Drawer Z, Dickinson, TX 77539.

If this is not received by the Public Information Office, you are granting permission for the district to include your student in positive public relations efforts.

*Signature of Parent/Legal Guardian

*Date

The Media Permission form is required to be filled out for your student each year.

When done click on the button that reads Complete Step 16 and move to Step 17. The following screen will appear:

Dickinson ISD Online Registration

DICKINSON CONTINUATION CENTER 2022-2023)

Step 17. Network/Internet Access (Required)

Print

View Full Screen



Network/Internet Access

As a parent or guardian of this student, I understand the District's Responsible Use Guidelines ("RUG") is written in order to safeguard my child's educational activities and to comply with the Children's Internet Protection Act ("CIPA"). I understand the entire Dickinson ISD Responsible Use Guidelines for Electronic Communications is available on the Dickinson ISD website or available in print upon request at any campus or the Education Support Center. I understand that computer technology is incorporated into some state assessments and classroom lessons on a regular basis and that my student will have access to these closely monitored programs as part of their schoolwork.

The District will use technology protection measures to block or filter the Internet, but I recognize that it is impossible for Dickinson ISD to restrict access to all controversial materials, and I will not hold Dickinson ISD responsible for materials acquired on the Internet. I also understand that Dickinson ISD is not responsible for supervising my child's use of the Internet when he/she is not at school.

*Signature of Parent/Legal Guardian

*Date

Complete Step 17 and move to Step 18

The Network/Internet Access form is required to be filled out for your student each year.

When done click on the button that reads Complete Step 17 and move to Step 18. The following screen will appear:


Dickinson ISD Online Registration

DICKINSON CONTINUATION CENTER 2022-2023)

Step 18. Student Code of Conduct and Handbooks (Required)

Print

View Full Screen

**DICKINSON**
INDEPENDENT SCHOOL DISTRICT

Acknowledgment of Electronic Distribution of the Student Code of Conduct and Student Handbooks

The Dickinson ISD Student Code of Conduct and the Student Handbooks for each campus are posted at the following website: www.dickinsonisd.org/backtoschool. The documents for the next school year are posted in the summer and remain online for the entire school year.

I accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the web address listed above.

I understand that if I wish to receive a paper copy of the Student Handbook and the Student Code of Conduct, I must request a copy from the school's main office.

I understand that the Student Handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding the Student Handbook or Student Code of Conduct, I will direct those questions to the school principal.

*Signature of Parent/Legal Guardian

*Date

Complete Step 18 and move to Step 19

The Student Code of Conduct and Handbooks form is required to be filled out for your student each year.

When done click on the button that reads Complete Step 18 and move to Step 19. The following screen will appear:



Student History

*Was the student expelled or assigned to a Disciplinary Alternative Education Program (DAEP) at the time of withdrawal from prior school/district?

*Did the student qualify for special education services at their last school?

If yes, how did they qualify and what services were provided (mark all that apply):

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Emotionally Disturbed | <input type="checkbox"/> Traumatic Brain Injury | <input type="checkbox"/> Autism | <input type="checkbox"/> Intellectual Disability |
| <input type="checkbox"/> Multiple Disabilities | <input type="checkbox"/> Auditory Impairment | <input type="checkbox"/> Deaf/Blind | <input type="checkbox"/> Other Health Impaired |

Check any other programs your student qualified for at their last school:

- | | | | |
|---|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> 504 Services | <input type="checkbox"/> Gifted and Talented | <input type="checkbox"/> Bilingual |
| <input type="checkbox"/> ESL (English as a Second Language) | | | |

*Has the student ever repeated a grade?

Grade(s) Repeated (Include Name of School(s) if applicable)

9th Grade Entry Date (if applicable) School

*Was the student born somewhere other than the United States of America, its territories, or military bases?

If yes: Date student arrived in the USA Date student entered USA schools

Number of Years in USA Schools Number of Years of Education Outside of the United States

*Has the student lived outside the U.S. for two or more consecutive years?

If yes, indicate when and where

When the student lived outside the U.S. did he/she attend school regularly?

- ☐ Yes, the student attended school regularly in all previous grades outside the USA

Please specify

- ☐ No, the student missed significant portions of one or more school years as specified. Please specify grade and time period of missed school including month and year. Example: grade 2, Jan. 2013 through May 2013. Do not include periods of absence that lasted less than one month. Do not include regularly scheduled school holidays or vacations.

Is there anything you would like the school counselor to know?

TO BE COMPLETED BY SCHOOL PERSONNEL

The Student History form is required to be filled out for your student each year. You will most likely want to click the View Full Screen option in order to see the form fully to more easily enter your information.

When done Exit full screen and click on the button that reads Complete Step 19 and move to Step 20. The following screen will appear:

After completing the final step, the **Complete Online Registration** window, shown below, is displayed. This is a review of the steps performed during the registration process.

Dickinson ISD Online Registration

(DICKINSON CONTINUATION CENTER 2022-2023)Print

Step 20. Complete Dickinson ISD Online Registration (Required)

By completing Dickinson ISD Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Dickinson ISD Online Registration for Rafael?

Review Dickinson ISD Online Registration Steps

Step 1)	Verify Student Information	Completed 07/29/2021 8:29am
No Requested Changes exist for Step 1.		
Step 2)	Online Meal Application	skipped
Step 3)	Look up bus route	Completed 07/29/2021 8:34am
Step 4)	Back to School Packet	Completed 07/29/2021 8:41am
Step 5)	Texas Kids First Student Insurance Information	Completed 07/29/2021 8:42am
Step 6)	Transportation Information	Completed 07/29/2021 8:57am
Step 7)	Student Residency Questionnaire	Completed 07/29/2021 9:02am
Step 8)	CIS Parent Consent	Completed 07/29/2021 9:26am
Step 9)	Proof of Residency	Completed 07/29/2021 9:35am
Step 10)	Military Connected Students	Completed 07/29/2021 9:36am
Step 11)	Migrant Survey	Completed 07/29/2021 9:44am
Step 12)	False Information Form	Completed 07/29/2021 9:48am
Step 13)	Foster Care Form	Completed 07/29/2021 9:55am
Step 14)	Free and Reduce Price Meals	Completed 07/29/2021 10:22am
Step 15)	Health Questionnaire	Completed 07/29/2021 10:07am
Step 16)	Media Permission	Completed 07/29/2021 10:12am
Step 17)	Network/Internet Access	Completed 07/29/2021 10:13am
Step 18)	Student Code of Conduct and Handbooks	Completed 07/29/2021 10:16am
Step 19)	Student History	

Guardian Name: Guardian Address:

Submit Dickinson ISD Online Registration

Click the Submit Dickinson ISD Online Registration button. Clicking this button marks the student's registration as "Complete" and **finalizes the online registration process.**

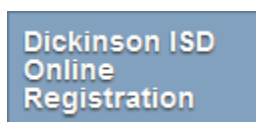
After you click on the "Submit Online Registration" button, you will be shown the following message indicating that online registration has been completed:



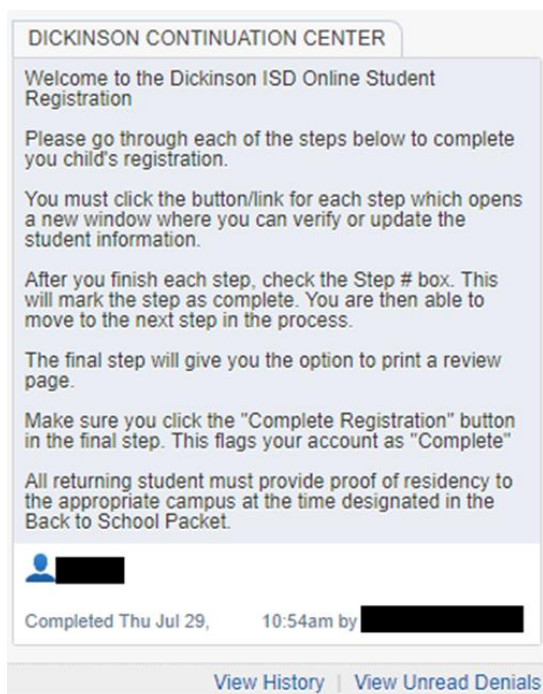
If you have more the one student, you will need to complete the registration process again for each remaining student.

If you need to make a change before the online registration window closes:

If you find that you need to make any changes before the online registration window closes, you can click the Dickinson ISD Online Registration link in the left column.



The Online Student Registration screen then displays. Click on the student's name at the bottom to re-open the online registration for that student.



After clicking the student's name, a new page will appear.

To make edits to a completed online registration you will need to click the button "Mark Dickinson ISD Online Registration as not completed"

The final online registration page will be displayed again:

Dickinson ISD Online Registration

[REDACTED] (DICKINSON CONTINUATION CENTER 2022-2023) [Print](#)

Step 20. Complete Dickinson ISD Online Registration (Required)

By completing Dickinson ISD Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Dickinson ISD Online Registration for Rafael?

Review Dickinson ISD Online Registration Steps		
Step 1)	Verify Student Information	Completed 07/29/2021 8:29am
No Requested Changes exist for Step 1.		
Step 2)	Online Meal Application	skipped
Step 3)	Look up bus route	Completed 07/29/2021 8:34am
Step 4)	Back to School Packet	Completed 07/29/2021 8:41am
Step 5)	Texas Kids First Student Insurance Information	Completed 07/29/2021 8:42am
Step 6)	Transportation Information	Completed 07/29/2021 8:57am
Step 7)	Student Residency Questionnaire	Completed 07/29/2021 9:02am
Step 8)	CIS Parent Consent	Completed 07/29/2021 9:26am
Step 9)	Proof of Residency	Completed 07/29/2021 9:35am
Step 10)	Military Connected Students	Completed 07/29/2021 9:36am
Step 11)	Migrant Survey	Completed 07/29/2021 9:44am
Step 12)	False Information Form	Completed 07/29/2021 9:48am
Step 13)	Foster Care Form	Completed 07/29/2021 9:55am
Step 14)	Free and Reduce Price Meals	Completed 07/29/2021 10:22am
Step 15)	Health Questionnaire	Completed 07/29/2021 10:07am
Step 16)	Media Permission	
Step 17)	Network/Internet Access	
Step 18)	Student Code of Conduct and Handbooks	
Step 19)	Student History	

Guardian Name: [REDACTED] Guardian Address: [REDACTED]

[Submit Dickinson ISD Online Registration](#)

District Message

1. Verify Student Information
✓ Completed 07/29/2021 8:29am
- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
- ✓ f. Health Information
2. Online Meal Application
3. Look up bus route
✓ Completed 07/29/2021 8:34am
4. Back to School Packet
✓ Completed 07/29/2021 8:41am
5. Texas Kids First Student Insurance Information
✓ Completed 07/29/2021 8:42am
6. Transportation Information
✓ Completed 07/29/2021 8:57am
7. Student Residency Questionnaire
✓ Completed 07/29/2021 9:02am
8. CIS Parent Consent
✓ Completed 07/29/2021 9:26am
9. Proof of Residency
✓ Completed 07/29/2021 9:35am
10. Military Connected Students
✓ Completed 07/29/2021 9:36am
11. Migrant Survey
✓ Completed 07/29/2021 9:44am
12. False Information Form
✓ Completed 07/29/2021 9:48am
13. Foster Care Form
✓ Completed 07/29/2021 9:55am
14. Free and Reduce Price Meals
✓ Completed 07/29/2021 10:22am
15. Health Questionnaire
✓ Completed 07/29/2021 10:07am

Click on the STEP where you need to edit information. Click the Edit Step button at the bottom of the screen. Once you have made the changes, you will need to click the Complete Step button at the bottom of the screen.

****Also, you will need to re-do the FINAL STEP. Click the Submit Online Registration button to finalize the registration and flag that student's registration as complete**