

ONLINE REGISTRATION –ANNUAL UPDATE for existing Danville students

Online registration is a mandatory annual process that allows parents **to review and update** information for the upcoming school year. Online Registration (OLR) will collect information in this order: STUDENT(S) PRIMARY HOUSEHOLD, PARENT GUARDIAN, EMERGENCY CONTACTS, OTHER HOUSEHOLD MEMBER AND **STUDENT INFORMATION**.

* Indicates a required field



STUDENT(S) PRIMARY HOUSEHOLD: This section will review primary household information.

PARENT/GUARDIAN: This section will review the **PRIMARY** parent/guardian information for the student(s) that will be entered on the STUDENT tab. Review existing and update information as necessary. You will be required to answer the Impact Aid questions annually. There is no need to add parent/guardians that do NOT live in the primary household in this section. They can be listed in the Emergency Contact section.

EMERGENCY CONTACTS: This section will require at least ONE emergency contact to be entered. This person will be contacted in the event that a parent/guardian cannot be reached. Be prepared to provide a minimum of a name and phone number for each contact.

OTHER HOUSEHOLD MEMBERS: This section will review data on any other DEPENDENTS that reside in your home, including older and younger **non-school aged** siblings. DO NOT ENTER students in this section! Do not include students who live with you part-time. Those students will be included in their primary household's OLR application.

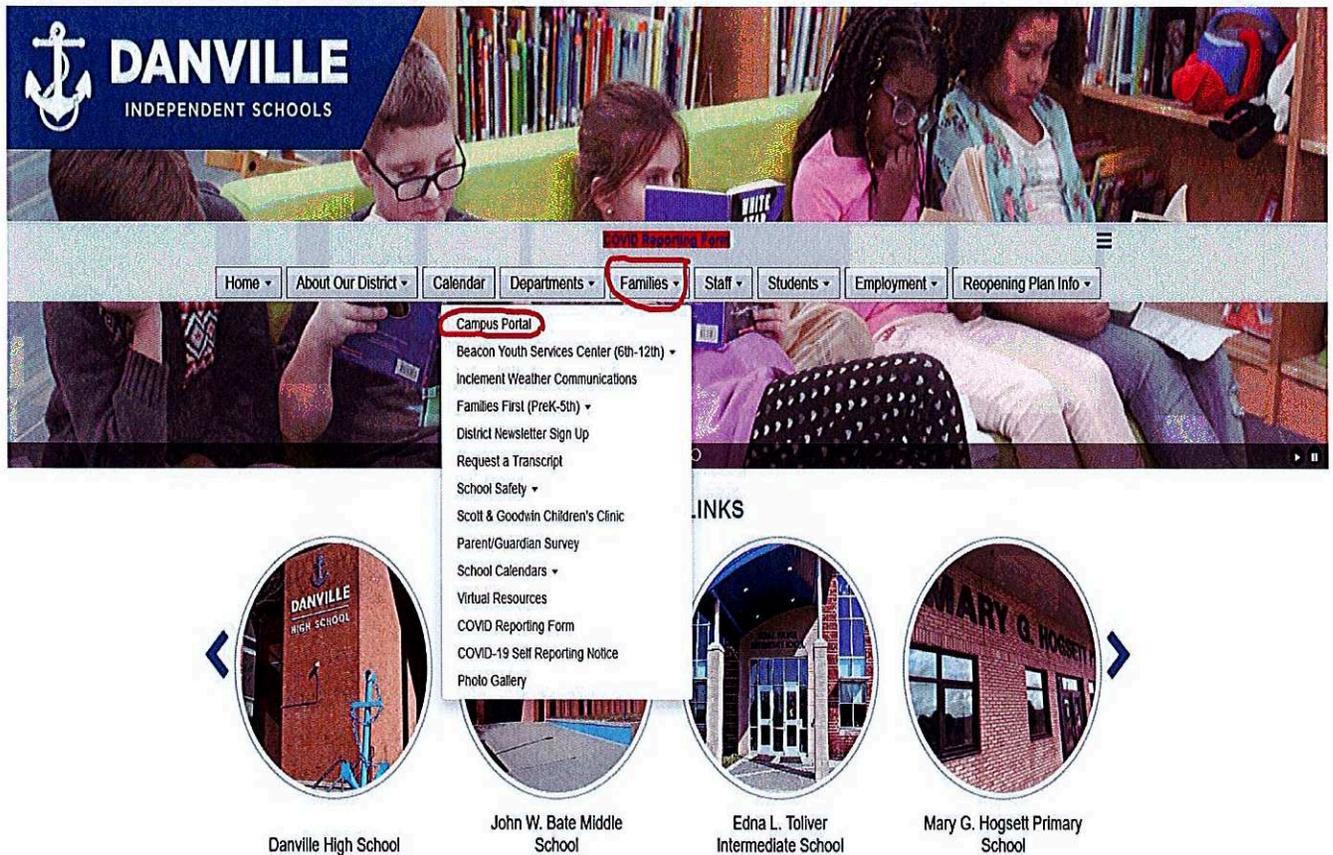
STUDENT: This section will review data on each student you need to register for school. OLR allows you to review annual release agreements and update health information for the upcoming school year. This section should be completed for EACH STUDENT in your household. If you are NOT the primary parent/guardian for a student (i.e. you are the step-parent or you are listed as the SECONDARY household for a student), YOU SHOULD NOT COMPLETE REGISTRATION FOR THAT STUDENT. Only the PRIMARY parent/guardian or EDUCATIONAL guardians should complete an OLR application for the student.

Online Registration Annual Update

MANDATORY

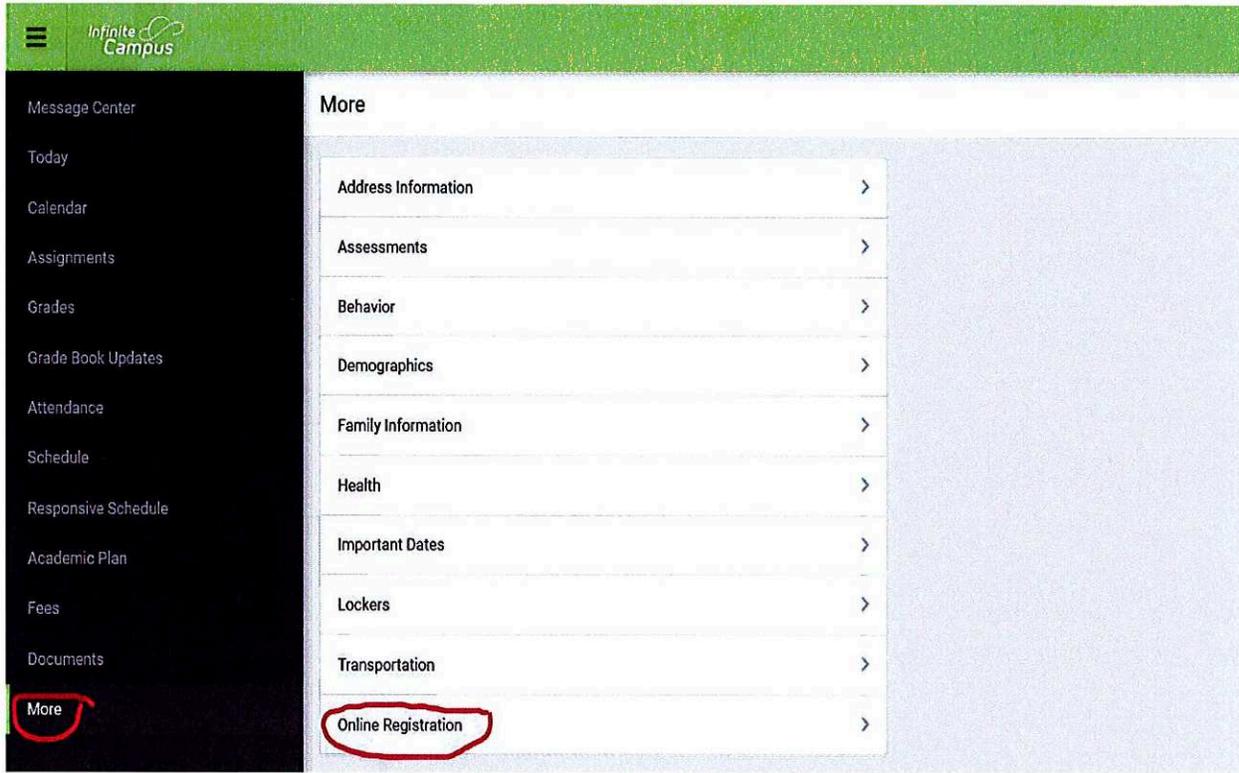
You will need a Parent Portal account to complete annual updates online. Contact Kim Hawkins at kim.hawkins@danville.kyschools.us to receive or reset your Parent Portal account.

- Log into your Parent Portal account through the “Campus Parent” app or through the Danville Independent Schools webpage [Danville Schools](#) under Families tab or the individual schools website.

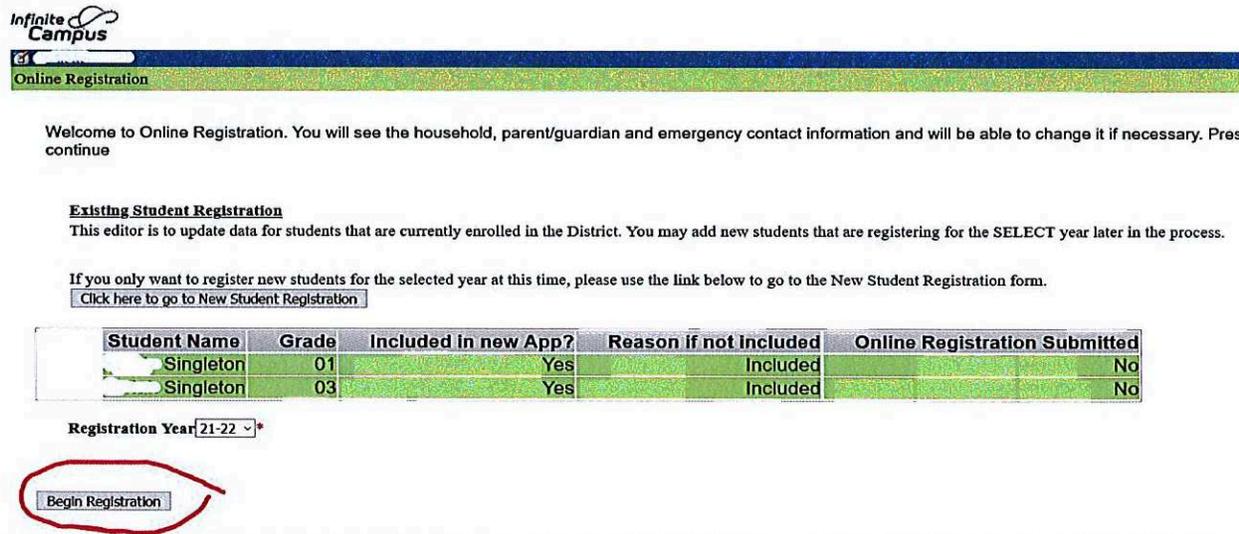


The screenshot displays the Danville Independent Schools website. At the top left is the logo for Danville Independent Schools, featuring an anchor and the text "DANVILLE INDEPENDENT SCHOOLS". Below the logo is a banner image of students reading in a library. A navigation bar contains the following links: Home, About Our District, Calendar, Departments, Families, Staff, Students, Employment, and Reopening Plan Info. The "Families" link is circled in red, and a dropdown menu is open below it, listing various resources such as "Campus Portal", "Beacon Youth Services Center (6th-12th)", "Inclement Weather Communications", "Families First (PreK-5th)", "District Newsletter Sign Up", "Request a Transcript", "School Safety", "Scott & Goodwin Children's Clinic", "Parent/Guardian Survey", "School Calendars", "Virtual Resources", "COVID Reporting Form", "COVID-19 Self Reporting Notice", and "Photo Gallery". Below the navigation bar are four circular images of school buildings, each with a caption: Danville High School, John W. Bate Middle School, Edna L. Toliver Intermediate School, and Mary G. Hogsett Primary School.

- Once logged in, click “More” on the left hand side of the screen. Then choose “Online Registration”



- Make sure ALL your existing students are listed. (If not **DO NOT** start application, contact Kim Hawkins at kim.hawkins@danville.kyschools.us) Otherwise Click “Begin Registration”



- Follow the instructions on each page and complete each tab. Add **NEW** Students to existing households on the STUDENT tab, then **SUBMIT** the application