

Welcome to the Registrar online New Enrollment

You will need an email address to enroll your students. If you do not have an email address, please create one in Gmail, or Hotmail etc. This Email address becomes your user name for future access to this system.

Please go to:

<https://centrallinn.registar.lblesd.k12.or.us/en-us/home.aspx>

The screenshot shows the Registrar Systems website for Central Linn School District. The page features a blue header with the Registrar Systems logo and the school district's name. A navigation bar includes 'HOME' and 'CONTACT US' links, along with a search bar and 'Register | Login' options. The main content area is titled 'TOO MUCH PAPERWORK?' and features a large image of stacks of papers. Below the image are two buttons: a green 'First Time User' button with a 'Click Here' link, and an orange 'Returning User' button with a link that says 'I've registered my student online'. A red arrow points from the paper stacks towards the 'First Time User' button. Below this section are three columns of text, each with a blue checkmark icon:

- Register Online**: Quickly register your child for school with the Registrar System. With the click of a button you can submit you child's information online and have it approved. Registrar, taking the guesswork out of the enrollment process. Now that's easy!
- Simple and Easy**: Registrar makes it simple and easy for parents to enter information, upload documents, and share information between home and school. You'll love the simplicity of our step-by-step process.
- Share Info**: Upload documents from home with the click of a button. Avoid expensive trips to school with immunizations, birth certificates, and proof of residency. From the comfort of your home upload all the documents you need to quickly enroll your child in school.

Click the First Time User Button and the following page will appear:

Enter your email address on the top line, then you will need to re-enter it on the second line to confirm that. Create a password and confirm your password. IF YOU ARE ENROLLING A STUDENT IN THE DISTRICT FOR THE FIRST TIME, YOU WILL CLICK PIV user name NO. If you have current students in the district and need to add a BRAND new student, enter your PIV username will be on the sheet of paper that was given to you when you arrived. This is the same username that you enter to view your student's grades. If you wish to view the questions in Spanish pick that language from the drop down menu. Then click register. (you will receive an email notification with your user name and password)

Registrar Registration

Email Address: * Parent, this will be your username.

Confirm Email:

Create Password (Minimum 7 Characters):

Confirm Password:

Do you have a PIV username?:

PIV username: Example: 123456789

Preferred Language:

Now you will see a couple dashboards (one for new enrollment and one for re-enrollment) with your students listed and you may now start a re-enrollment. If for some reason you do not see all of your students, please contact your student's school during office hours.

The screenshot shows two sections of a web application. The top section is titled "Registration Dashboard" and contains a table with the following data:

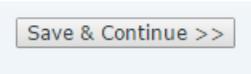
Student Name	Student ID	Grade	School Name	Course Requests	Registration
Nygent, Auan	0305304	05	LBL DEMO ELEMENTARY	Review	Complete
Nygent, Joseph	0343101	01	LBL DEMO ELEMENTARY	Review	Start
Nygent, Juan	0343186	04	LBL DEMO ELEMENTARY	Review	Start

The bottom section is titled "New Enrollment" and contains the following text:

If you are new to the District and need to enroll a student, please Click the Enroll New Student Button. If you are a parent that has student's in the District currently, but need to enroll a new student, please click the Enroll New Student Button.

Below the text is a table with the same headers as the one above, but it is empty. Below the table is the text "You do not currently have any New Enrollments." and a button labeled "Enroll New Student".

NEW ENROLLMENT Click on the Enroll New Student button, then go through each field and enter your information. There are some **required fields** and those will have an * next to them.

Once you have verified the first page there is a  button on the bottom right hand corner. If you can't see it just move the scroll bar to the right until you find it. If you forget to enter a required field, you cannot move onto the next page until those fields have been filled in. You will get a red error message at the top of the page

- Please enter Yes or No if student lives in Foster Home
- Please enter Yes or No if this student is Homeless.

Make the corrections and move on to the next page. IF you forgot something on a previous page you can click the back button (on the bottom left) BUT if you have entered information on the current page you will lose this information if you click back, before clicking save & continue.

The screenshot shows two buttons: "<< Back" on the left and "Save & Continue >>" on the right.

Make the corrections and hit the

PLEASE NOTE!!! If you enter ANY phone number, PLEASE enter a phone type as well.

When you get to the lives with contacts there are two questions:

- Is parent allowed contact? This is just asking if this parent is allowed to pick up the student from school, or be contacted in the event of an emergency.
- Student lives with this parent? This is just confirming that this contact lives with the student.

The health history page lets you list needs or concerns that your child may have. It also requires a Physician/Clinic and Dentist name. If you do not have any of those, just type in NONE in the space.

Next is the consent page. You can choose the call order on this page. Call order refers to who you want called 1st, 2nd, 3rd, and so on in the case of an emergency.

There are also consents that the district wants to make sure you are aware of.

If your student is an athlete, you must allow the district to publish his/her name on all rosters, etc. These follow OSAA rules and guideline.

The next page is the Release page and the district wants you to read over these questions and answer as you see fit. Please note that if there is a restraining order in effect to protect your student, please provide the district a copy of that order.

The very last page is the digital signature page. Please make sure all of the information on the previous pages is complete and accurate. After you sign off on this registration, you will not be able to log back in and review or make changes to the registration.

Thank you for using the online registration process. We would like to hear any feedback you have regarding this process. Please email your school office.