

# 2020–2021 RE-REGISTRATION STEPS

## FOR RETURNING FAMILIES



It's time to let us know your plans for next school year! If you're a Learning Coach as well as a legal guardian, follow the steps in the left-side column below. Other legal guardians, read the column to the right to get started.

### Learning Coach and Legal Guardian

If you fill both these important roles, you can re-register your student by logging in to your Online School account. Just go to [online.k12.com/login](https://online.k12.com/login) and enter your Learning Coach username and password.

Next, click **“Re-Register for Fall”** in the left-hand column.

**Re-Register for Fall**

You'll then be automatically directed to the re-registration page in the Parent Portal where you'll see your student's current status. Click **“Re-Register for the next school year.”**

**Re-Register for the next school year**

### Legal Guardian but not the Learning Coach

You'll log in to the Parent Portal directly to re-register. Go to [parentportal.k12.com](https://parentportal.k12.com) and enter the username and password you created when registering.

Next, locate your student's name on the dashboard and click **“Re-Register for the next school year.”**

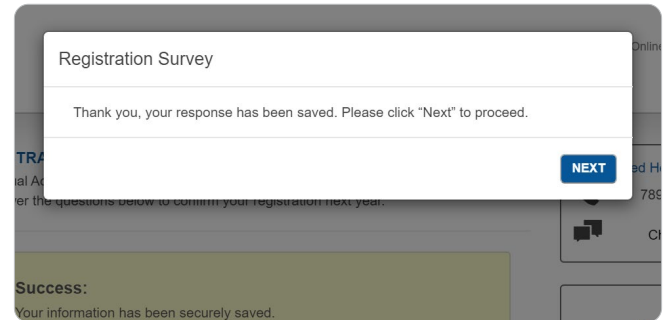
**Re-Register for the next school year**

## REGISTRATION SURVEY

Use the dropdown menu to indicate your student's plans for next school year. You'll see some questions appear on the screen. Select the appropriate answers for your student, then click "Submit." A confirmation page will appear displaying your re-registration selection.

The screenshot shows the 'RE-REGISTRATION' section of the K12 Parent Portal. It includes a 'Registration Survey' dropdown menu and a question: 'Will Alex Danials be returning to K12 Demo School next school year?' with a 'REQUIRED' label. Below the question is a dropdown menu with options: 'Please select...', 'Please select...', 'Yes, we are returning', 'We are undecided', and 'No, we are not returning'. There is also a checkbox for 'I understand that my previous agreements still apply' with a 'REQUIRED' label.

If all questions are answered successfully, a **Thank You** pop-up will appear.



## REQUIRED DOCUMENTS

If your school requires that you submit documents, you'll be directed to a page listing the information you're required to provide. These documents can be uploaded directly through the Parent Portal. If you don't have the documents available right away, an enrollment consultant will follow up with you to ensure you're aware of the deadline and to answer any questions you may have about re-registering.

The screenshot shows the 'ADMISSIONS: PROVIDE THE FOLLOWING DOCUMENTATION' page. It features a 'QUICK TOURS' section with a video player for 'UPLOADING A DOCUMENT'. Below this is an 'ADDITIONAL HELP' section. The 'DOCUMENTS' section is highlighted with a red box and contains a table with the following information:

DOCUMENTS	
Please allow 10 minutes for uploaded document to show as received, prior to re-submission	
Proof of Residency Not Received/Reviewed	View History
Release of Records Not Received/Reviewed	View History
Home Language Survey Not Received/Reviewed	View History

Below the table, there is a 'SAVE' button and a note: 'If you would like to modify your selection indicating whether your student will be returning next year please click here to change your response.'

If you're not required to submit any documents, you will automatically be directed back to the Parent Portal home page, which should display your student's updated status.

The screenshot shows the 'IT'S TIME TO RE-REGISTER!' page. It includes a 'Need Help?' button with the phone number 868-273-5655. Below this is a section for 'Information on New Enrollments' and a table for 'Grace Dipapp' with the following data:

K12 Demo School - 2020-2021 School Year			
Current Status	Re-Registering	Next Steps	Review Next Steps Registration Close Date This: 08/12/2021
			COMPLETED Click Here

To confirm that your re-registration is complete, click "Next Steps," then "Review Next Steps." A page will appear displaying your student's current status. You can update their status here if you need to. Your student is now all set for next year. If you have multiple students, you can repeat this process for each of them.

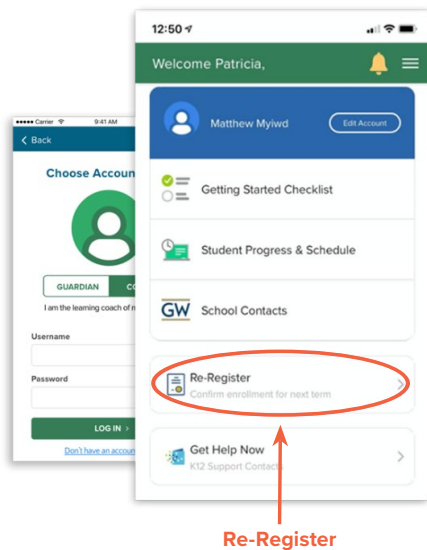
The screenshot shows the 'NEXT STEPS' page. It includes a 'Need Help?' button with the phone number 760-455-7895. Below this is a 'RETURN TO DASHBOARD' button and a note: 'If you would like to modify your selection indicating whether your student will be returning next year please click here to change your response.'

## RE-REGISTER WITH THE K12 MOBILE APP

If you're a Learning Coach as well as a legal guardian, follow the steps in the left-side column below. Other legal guardians, read the column to the right.

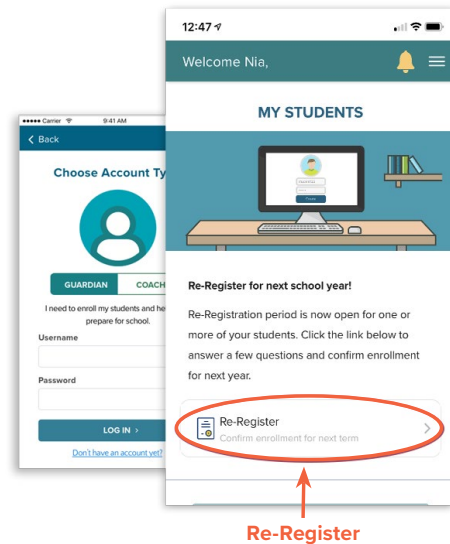
### Learning Coach and Legal Guardian

Log in to the "Coach" tab using your OLS account information. On the student dashboard, tap the section titled, "Re-Register—Confirm Enrollment for Next Term."

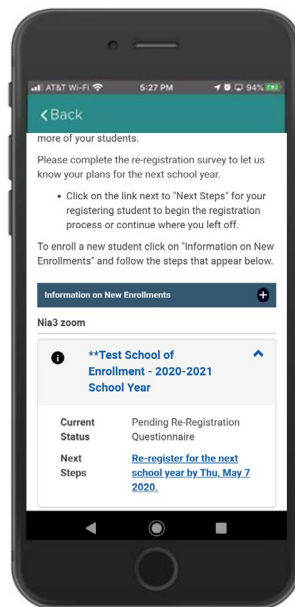


### Legal Guardian but not the Learning Coach

Log in under the "Guardian" tab with your Parent Portal account information. On the student dashboard, tap the section titled, "Re-Register—Confirm Enrollment for Next Term."



This will take you directly into the mobile version of your Parent Portal account. From here, you can tap through the same steps you would take in the desktop app. You can even upload any necessary documents via your mobile device. Also, you can tap the "Back" link in the Parent Portal header to return to the K12 app dashboard at any time.



NEED HELP RE-REGISTERING? CALL **866.989.0716.**