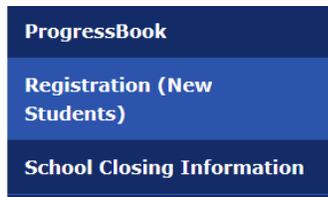




Springboro School District New Student Online Application Process

New Student Login Instructions (Creating an account)

1. Go to the Springboro School District website (<http://www.springboro.org/>) under **Parents & Students**, and click on the **Registration Information** page.



2. Now you will see Springboro School District RG New Student & RG Student Update. Click on **RG New Student**. If you are new to site, click **Start**.

New Student Registration

New to the site, please click "Start."

Already have a login?

Username

* Required

Password

* Required

[Login Help](#)

3. Check **I'm ready to begin** and **save and next**.



Before you get started ...

This page will include your exact content. Your Gateway Specialist will be taught how to edit it.

Dear Parent/Guardian,

Welcome to our New Student Registration portal. You must complete the entire registration process for your student to be enrolled. On the last page of this process, you can schedule a required meeting with the school. You will be given a list of documents to bring to your meeting at school. You must bring these or you may be asked to return later with them.

Please check the "I'm ready to begin" box and then click "Save and Next". We look forward to meeting you and your student.

I'm ready to begin



Springboro School District New Student Online Application Process

4. **Create or Edit My Account** * = required field

Username*
Enter your unique username

Email address (needed if you forget your password)
Needed if you forget your password

Password*
Must contain 1 number and be 6 characters long

Confirm Password*
Confirm your password

Challenge Question (in case you forget password)*
What is your favorite movie? ▾

Challenge Answer (ANSWER IS CASE SENSITIVE)*
Answer is case sensitive

Fill out info. to create your account

Click save and next

Save and Next

5.

1 Start → 2 Continue → 3 Review → 4 Done

Let's Get Started

Enter your name as the legal guardian. It will be placed on the enrollment forms.

* **Parent/Guardian first name**
As it appears on valid photo id
** Required*

* **Parent/Guardian last name**
As it appears on valid photo id

* **Do you have full or partial legal custody of the student you are registering?**
 Yes No

Fill out information and click save and next

Back **Save and Next**

6. **Spanish**

1 Start → 2 Continue → 3 Review → 4 Done

Free and Reduced Price Lunch

[If you choose to apply for Free and Reduced Price Lunch, click here for the application.](#)

* **Would you like to apply for Free and Reduced Price Lunch?**
 Yes No

Back **Save and Next**



Springboro School District New Student Online Application Process

7. **Save or Edit My Account**

Pre-Register

Logout

Student

*** Student first name**
As it appears on the student's birth record
*** Required**

Student middle name
As it appears on the student's birth record

*** Student last name**
As it appears on the student's birth record
*** Required**

Student suffix
As it appears on the student's birth record

*** Gender**
 Male:M Female:F

*** Primary phone number**
###-###-####
For each number sign (#), enter one number. For each "A," enter one letter.

Alternate phone number
###-###-####

Note: A red arrow points from a purple box containing the text 'Fill out student info. and click save and next' to the first name field.

8.

1 Start → 2 Continue → 3 Review → 4 Done

Parent(s)/Guardian(s) – [REDACTED]

You must enter at least one parent/guardian.

*** Would you like to provide information on this student's mother?**
 Yes N/A
*** Required**

*** Would you like to provide information on this student's father?**
 Yes N/A

*** Would you like to provide information on an additional guardian for this student?**
 Yes No

Back Save and Next

Note: A red arrow points to the 'Save and Next' button.



Springboro School District New Student Online Application Process

9.



Parent(s)/Guardian(s) – [Redacted]

You must enter at least one parent/guardian.

- * Would you like to provide information on this student's mother?
 Yes N/A

Mother

- * Mother first name

- * Mother last name

- * Relationship to student

Mother ▾

- * Does this parent/guardian have full or partial custody of this student?

Yes No

Email address

- * Primary phone number

Alternate phone number

Alternate phone number 2

Fill out parent info.
and click save and
next

10.



Sibling(s) – [Redacted]

- * Does the student have any siblings, living in the same household, that are 21 years of age or younger?
 Yes No

Fill out siblings info.
and click save and next

Back

Save and Next



Springboro School District New Student Online Application Process

11.



Student Race/Ethnicity – [REDACTED]

Fill out student ethnicity and click save and next

We collect and record ethnic identity of students in accordance with federal categories and definitions. The information is confidential in accordance with all state and federal student privacy laws and regulations and will be used to:

- Plan educational programs and make sure they are readily available to all students
- Analyze differences in academic performance, attendance and completion of school
- Report information to the state and federal education departments

Ethnicity – Hispanic, Latino, or of Spanish origin means a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

American Indian or Alaska Native – A person having origins in any of the original people of North American and who maintains cultural identification through tribal affiliation or community recognition. e.g. Cherokee, Mohawk, Inuit.

Asian – A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam

Native Hawaiian or other Pacific Islander – A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands

Black or African American – A person having origins in any of the black racial groups of Africa

White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East

If at least one race is not selected, the registrar will select a primary race for the student.

12.



Previous School – [REDACTED]

Fill out previous school info. and save and next

* Has the student previously attended school?

Yes No

* **Required**

Special Services

* Does the student have an IEP (Individualized education plan)?

Yes No

* Does the student have a 504 education plan?

Yes No

* Has the student received evaluations (testing) from another school district or agency?

Yes No

* Has the student ever been expelled/suspended from any school?

Yes No

Language

* Language – English or Other (Please specify)

Does the student speak an additional language? (Do not include languages learned in school.)

Yes No



Springboro School District New Student Online Application Process

13.



Transportation – **Fill out**

Fill out transportation and click save and next

AM Transportation

- * Does this student need to take the bus to school in the morning?

Yes No

** Required*

- * Will the same action be taken when school is delayed?

Yes No

PM Transportation

- * Does this student need to take the bus in the afternoon?

Yes No

- * Will the same action be taken if there is an early dismissal?

Yes No

14.



Alert System – **Fill out**

Fill out alert system info. and save and next

Our alert system sends messages about attendance, school closings, delayed openings, early dismissals and important announcements.

- * Phone 1

###-###-####

For each number sign (#), enter one number. For each "A," enter one letter.

Phone 2

###-###-####

Phone 3

###-###-####

Phone 4

###-###-####

Phone 5

###-###-####

Email 1



Springboro School District New Student Online Application Process

15.



Emergency Contacts – [Redacted]

Fill out emergency contact info. and save and next

The student's parent/legal guardians are the first points of contact in case of emergencies. **Please do not re-enter the parent/guardian as an emergency contact.** Please choose individuals who have phone, transportation, and live in the local area.

Emergency Contact 1

* First name

* Required

* Last name

* Relationship to student

* Primary phone number

16.



Social Restriction(s) – [Redacted]

Fill social restrictions info save and next

* Is there any individual not permitted to have contact with the student?

Yes No

* Required

Back

Save and Next

17.



Medical – [Redacted]

Fill out medical and save and next

* Does the student have a family doctor?

Yes No

* Required

* Does the student have a family dentist?

Yes No

Date of last physical exam

##/##/####

* Is the student covered by health insurance?

Yes No

* Does the student have any allergies, conditions, disabilities, or illnesses?

Yes No

Back

Save and Next



Springboro School District New Student Online Application Process

18.



FERPA – [REDACTED]

Fill out FERPA info. save and next

FERPA (Family Educational Rights and Privacy Act) allows that certain student information (known as Directory Information) may be released to those who follow procedures for requesting it. If you do not want this information shared, choose do not release below.

* Student's name

Release Do not release

* Required

* Address

Release Do not release

* Telephone listing

Release Do not release

* Electronic mail address (email)

Release Do not release

* Photograph

Release Do not release

* Date and place of birth

Release Do not release

* Weight and height of members of athletic teams

Release Do not release

19.

PR Permission – [REDACTED]

Students who attend school in the School District are occasionally asked to be part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you click on the link below to access the full policy and enter your initials below.

[Click here to access the full policy](#)

Enter initials and save and next

* Please enter your initials to confirm you have read and understand the above:

* Required

Back

Save and Next



Springboro School District New Student Online Application Process

20.

1 Start → 2 Continue → 3 Review → 4 Done

Agreements – **Fill out agreements save and next**

* Sometimes photographs, video footage, or other images of students are taken during school activities by the district or under its direction. The images may then be presented in various school-sponsored media, including photographs, video productions, newspapers, television programs, brochures, handbooks, programs, on the district Website, and in the live Internet broadcast of the district's graduation ceremony. Do you give consent to use your student's photo/ image in these ways?

Yes No

* I understand that my student's computer use is not private and that the district will monitor all activity on the computer system. I have read the district's electronic devices and acceptable use policies.

Yes

Back Save and Next

21.

1 Start → 2 Continue → 3 Review → 4 Done

Acceptable Use Policy – **Initial acceptable use and save and next**

[Acceptable Use Policy](#)

* Enter your initials to confirm you have read and agreed to our Acceptable Use policy.

*** Required**

Back Save and Next

22.

1 Start → 2 Continue → 3 Review → 4 Done

Electronic Device Policy – **Initial electronic device policy and save and next**

[Electronic Device Policy](#)

* Enter your initials to confirm you have read and agreed to our Electronic Device policy.

*** Required**

Back Save and Next



Springboro School District New Student Online Application Process

23. 

Finishing Up – **Registration**

Student Enrollment Form – signature indicates that all student information is complete and accurate to the best of your knowledge.

Student Health Form – signature acknowledges that health questions were answered accurately and honestly; also allows teachers and pertinent school personnel to have access to health information provided as needed.

Home Language Survey – answers provided regarding language most often spoken.

Family Educational Rights and Privacy Act (FERPA) – acknowledges the types of directory information that the parent/guardian either releases or wishes the district to withhold.

PR Permission Form – student and parent/guardian release to the district the student's name, picture, art, written work, voice, verbal statements, portraits (video or still), to be used only for public relations, public information, school or district promotion, publicity, and instruction.

Agreements – answers regarding whether or not the parent/guardian and student consent to certain measures taken by the district.

Acknowledgements – indicates parent/guardian and student have read and understand the district's policies.

Transportation answers regarding the method of transportation the student will take to and from school.

Alert System answers regarding method of communication used to alert parent/guardian of school announcements.

* Enter your name below. It is a legally binding electronic signature that will be added to district registration forms.
Your name is your electronic signature.
* **Required**

* I have completed this student.
 Yes

Enter name here and save and next

Back **Save and Next**

Next, you will review the information you have entered. Then you will view the checklist of items that may still need to be completed after you exit this portal. Finally, you will have an opportunity to schedule your appointment with the district. This will complete your on-line process.

24. **Back** **Save and Next**

25. **Download PDF** **Back** **Continue**

Schedule an appointment to present all necessary documents to registrar. **Schedule Appointment** 26.

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

27. **Back** **Complete**



Springboro School District New Student Online Application Process

Login Instructions (once you have an account created)

Step 1:

Username: Your child's 6-digit Student ID Number (This number can be found on his/her most recent report card, progress report or transportation documentation)

Password: Your child's birth month date and year. Example: 04061997

Already have a login?

Username

Password

.....

[Login Help](#)

Login

Step 2:

Once you have logged in, on the middle of your screen, you will see your child's name; click the **Edit** button as shown below.

First Name	Last Name	Status		
		Complete		Edit Delete Student

Step 3:

Now you can edit information if you need to add anything on your child.