



# Registration Gateway Student Update Site

## Quick Reference Parent Guide



Welcome to our Registration Gateway Student Update Site! Springboro School District has implemented an online student information update site for returning students. We hope that this online system will streamline our communication and reduce the amount of paperwork parents need to complete.

Parents will be able to update demographics, emergency contacts, medical information, as well as acknowledge district policies.

Parents will be able to access the site on DATE AND TIME. Parents are asked to complete the update information by DATE AND TIME. It will take approximately 15 minutes to complete the student update. **You will need to contact your student’s school office to make any changes after DATE.**

1. Go to our website, <http://www.springboro.org/>, then go to Parents to Registration Information. Click on **Returning Students** button.

The screenshot shows the Springboro Schools website. At the top, there is a navigation bar with 'DISTRICT', 'SCHOOLS', 'DEPARTMENTS', 'PARENTS', and 'STAFF'. The main content area is titled 'Registration' and contains 'STUDENT REGISTRATION INFORMATION' and 'REGISTRATION FORMS'. A left sidebar lists various links, with 'Registration' highlighted. A right sidebar lists additional links, with 'Registration' also highlighted. Two blue arrows with boxes containing the numbers '1' and '2' point to the 'Registration' link in the right and left sidebars, respectively.

2. Parents will need to log in to the update site using the following username and password.

- The **username** is your **child's student ID number**.
- The **Password** is your **child's date of birth**. (Example: MMDDYYYY)

Springboro Community School District  
Springboro Back To School

Welcome to your back-to-school update portal.

A parent/guardian of a current district student may update contact information here. If you have forgotten your username or password, please contact the student's school.

Log in using your district-provided username and password.

Username  \*This field is required.

Password  \*This field is required.

[Login help](#)

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3. Update Status Page.

Springboro Community School District  
Springboro Back To School

Update Status Page

This page displays all records this user has access to view/edit. If your record is not yet finalized you can click edit to update information. Please make sure you have read and saved information from the Checklist as you may need it after this Gateway process.

First Name	Last Name	Status
SRCTest02FN	SRCTest02LN	Your Action Needed

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