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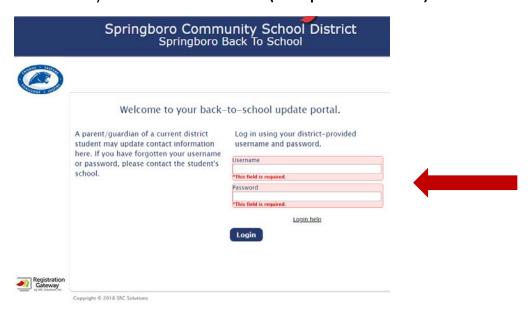
Parents will be able to update demographics, emergency contacts, medical information, as well as acknowledge district policies.

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.

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)**

3. Update Status Page.