Family Access *Online Update*
Kindergarten Registration
Parent/Guardian Guide

Welcome to ***Online Update*** through Family Access. This process will replace the paper version of registering your student for Kindergarten. The information provided is very important to us and will be used to care for your child in case of an emergency as well as notify you of school closings and important announcements. The guide below will assist you in completing the ***Online Update.***

- ***Primary families*** will be able to update their student, guardian, email, address, phone and emergency contact and health information in addition to completing the required six steps.

- ***Secondary families*** will be able to update their email, address, phone and emergency contact information online. When all information has been verified/updated, please click "Exit" to submit your online update.

Login to Family Access. If you have multiple students, select the student you will be registering for Kindergarten. Next, click on "Go to ***Online Update*** for (student name).

The Welcome to Online Update Page will open. There are six steps that must be completed by the ***primary family*** for your student to be officially registered for Kindergarten. Start with Step 1a.

To fully complete a step and move forward to the next step you must click on "Complete Step".
A green check mark indicates the step is complete as you move through the process. Proceed
through all steps.

Click "Complete" to move to the next step.

Some steps will have ***required** fields that must be completed before you can move on to the
next step *(primary family)*.

Steps 1-5 must all have a green check mark before you can "Submit the Online Update" in Step 6 *(primary family).*
When the window opens for Step 6, click on "Submit Online Update" to officially register your student for Kindergarten.

Thank you, the Online Update for Kindergarten Registration is now complete. Changes will be reviewed by the office and you will be notified of approvals and denials. If a request is denied, the reason will be indicated.