

2014–2015 RE-REGISTRATION STEPS FOR RETURNING FAMILIES

At this time of year, during re-registration, we ask you to log in to the OLS and tell us your plans for next year. Let us show you how!

STEP 1

Login to the OLS using your Learning Coach username/password (online.K12.com/login)

STEP 2

Once logged in, go to “My Info” located under Quick Links on the OLS homepage

STEP 3

Once you are on the My Info landing page click on the “Register Now” icon.

| Name | School | Grade | School Start Date | Sch End |
|------|--------|-------|-------------------|---------|
| | | 5 | 06/16/2012 | 06/11 |

Register Now

STEP 4

Once you click on “Register Now” you will automatically land on the “Registration” page. The “registration status” will default to “Unknown”. Click on the “Unknown” status in the blue and a pop up window will appear.

| Student Name | School | Registration End Date | PAL | 1. Registration Status for the 2014 - 2015 school year | 2. Compliances (Click to see what documents you need to submit) | 3. Approval |
|-------------------------------|--------|-----------------------|-----|--|---|----------------|
| Kindergarten Agora-Student | DemoVA | 20 Jun 2014 | | Registered Submitted on 31 Jan 2014 | See List | Not Applicable |

Unknown Status

STEP 5

Registering

- If your student is returning select “**Registering**” from the drop-down list.
- If you have more than one student and they are ALL returning, check the box next to “**Same to all your students?**” (if you have more than one student and they are NOT all returning, simply repeat these steps for each student listed on the previous screen)
- NOTE* You must also check the two remaining boxes to confirm your understanding that your previous agreements still apply, and that you have the legal authority to make registration decisions for each student.
- Finally, click the “**Save**” button.

Registration Status

Please indicate whether **Kindergarten Agora-Student** will be attending **DemoVA** for the next school year by **20 Jun 2014**

Registration Status: **Registering** Same to all your students?

I understand that my previous agreements still apply.

I have the legal authority to make the registration decisions for this student.

Is your student a member of a military family? **(Choose One)**

Has your address or phone number recently changed? If yes, please contact the office to make updates as soon as possible.

Save **Cancel**

Not Registering

- If your student will not be returning for next school year select “**not-registering**” from the drop down list.

Undecided

- If you do not yet know if your student will be returning for next school year select “**undecided**” from the drop down list.

CHECK YOUR STATUS

If your school does not require additional paperwork the registration dashboard will show “**Registered**” with the date stamp, and the **Compliances** and **Approval** columns will show “**NA**” and you are now done.

If your school requires forms to proceed with the re-registration process, the “**Compliances**” box will show as “**Not Completed**” and the “**Approval**” status will show as “**Not Approved**”. If you see this click on “**Not Completed**” in the **Compliances** box to for a list of forms (and directions) that need to be submitted for approval.

Complete Example- No documents required

| Student Name | School | Registration End Date | PAL | 1. Registration Status for the 2014 - 2015 school year | 2. Compliances Click to see what documents you need to submit. | 3. Approval |
|-------------------------|--------|-----------------------|-----|--|--|-------------------------|
| 7th Grade Agora-Student | DemoVA | 20 Jun 2014 | | Registered Submitted on 12 Feb 2014 | Completed | Approved on 11 Feb 2014 |

If you see this status, you are done re-registering!

Documents Required Example

| Student Name | School | Registration End Date | PAL | 1. Registration Status for the 2014 - 2015 school year | 2. Compliances Click to see what documents you need to submit. | 3. Approval |
|----------------------------|--------|-----------------------|-----|--|--|--------------|
| Kindergarten Agora-Student | DemoVA | 20 Jun 2014 | | Registered Submitted on 31 Jan 2014 | Not Completed | Not Approved |

If marked like this, click “see list” to find out what additional documents your school needs.

AFTER YOU SUBMITTED DOCUMENTS

Once you’ve successfully submitted all documents, the orange “**compliances**” section on the main screen will read “**Completed**” and the green “**Approval**” section will read “**Approved**.” This means you’re finished re-registering your student(s). Congratulations! You are finished and re-registered. Thank you!

| Student Name | School | Registration End Date | PAL | 1. Registration Status for the 2014 - 2015 school year | 2. Compliances Click to see what documents you need to submit. | 3. Approval |
|----------------------------|--------|-----------------------|-----|--|--|-------------------------|
| Kindergarten Agora-Student | DemoVA | 20 Jun 2014 | | Registered Submitted on 31 Jan 2014 | Completed | Approved on 03 Feb 2014 |

If marked like this, you’re finished re-registering