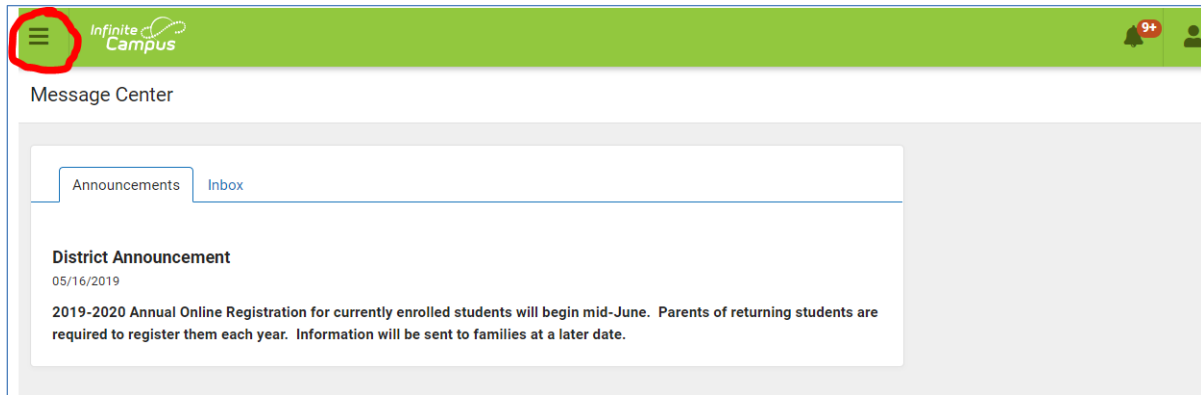


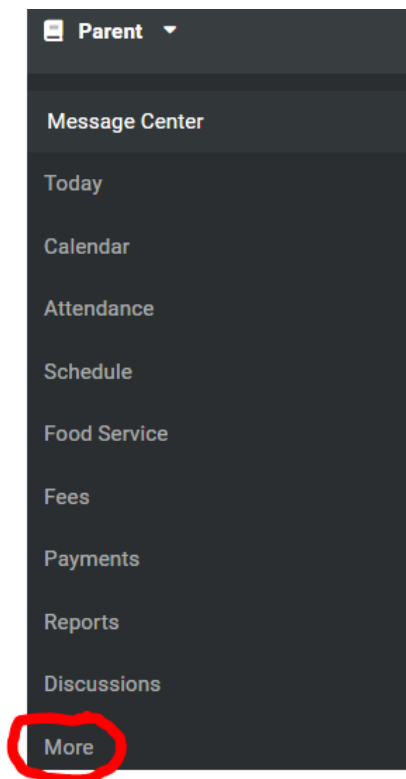
## Online Registration for Families of Currently Enrolled Students

Each summer parents of returning students need to register them in order to verify and update the information we have in our system. In cases where there is a split household, only the guardian in the “**primary**” household will be able to register students. This is to avoid duplicating student information. Parents/guardians in secondary household will have an opportunity to update their information at a later date. Please see directions below to complete registration

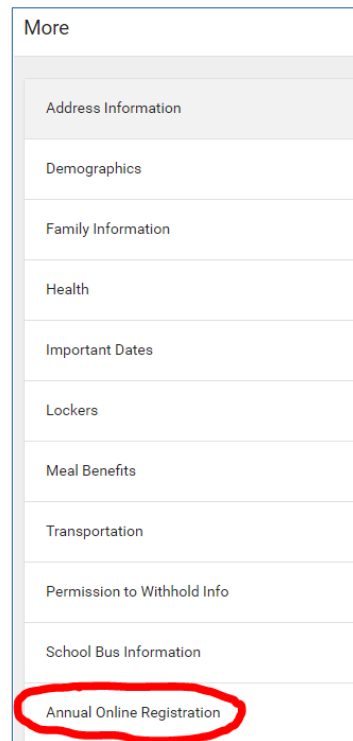
1. Log into your Campus Parent Portal and click on the 3 horizontal lines in the upper left corner



2. On the menu select **More**

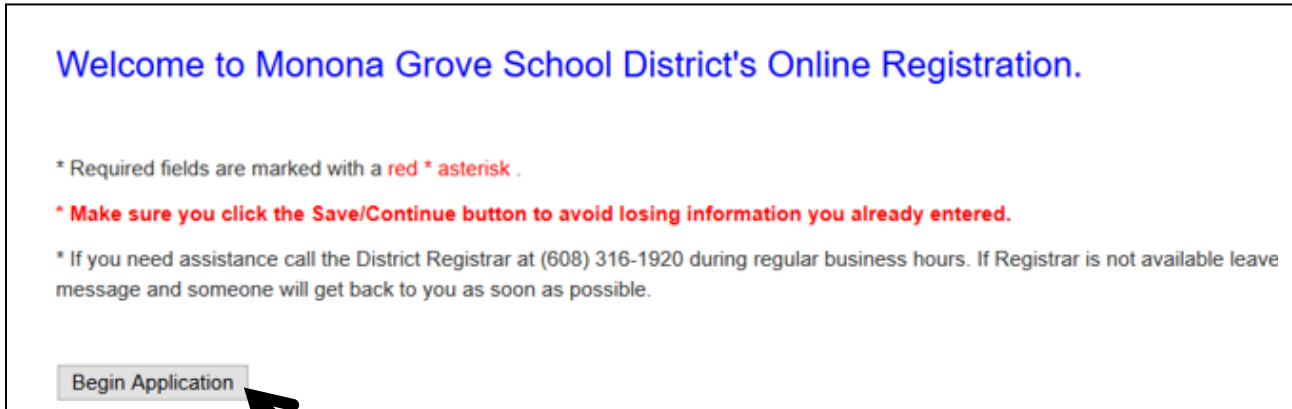


3. Scroll down, click Annual Online Registration

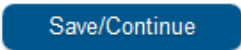


4. The **Currently Enrolled Student Registration** welcome page will open. You will see a list of your students who are currently enrolled. Click **Begin Registration**.

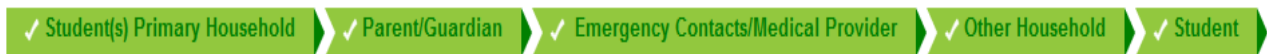
- The Language Preference screen will appear. Select your preferred language to complete the application.
- The “Authentication” page will then appear. Please type your full name in to verify you are the authorized person for the user account.
- The **Welcome to Monona Grove School District’s Online Registration** screen will appear.



- Click **Begin Application**. Information will upload into the online registration application.
- The first screen will contain household data (home phone number, address, etc.) Please read the directions in each topic area. Review the uploaded information and make any necessary changes. Click **Next** to move to the next section.
- If your primary address has changed, enter the new address in the Student(s) Primary Household Address area. Proof of residence is required for the new address. You may upload a copy of your proof of residency to the online registration or send a copy to the district office. Click **Next** to move to the next section.
- Once you complete each section click **Save/Continue** to move to the next tab. Make sure you click the **Save/Continue** button to avoid losing information you already entered.



- You will navigate through each tab listed below to review household, parent/guardian, emergency contacts, household members and student information.



- Make sure to verify/update your student’s emergency contacts. If you no longer want a current emergency contact, check the box at the bottom of the page.

Check this box if they are no longer a Medical Provider or Emergency Contact. Then click Save/Continue. You can enter the new Medical Provider or Emergency Contact by clicking Add Emergency Contact button after you click the Save/Continue button.


14. The **Other Household** tab should include children who are living in the same household and are not enrolled for the upcoming school year.

**Name : John James Doe**

▼ **Demographics**

|             |   |   |
|-------------|---|---|
| First Name  | <input type="text" value="John"/>       | * |
| Middle Name | <input type="text" value="James"/>      |   |
| Last Name   | <input type="text" value="Doe"/>        | * |
| Suffix      | <input type="text" value=""/>           |   |
| Birth Date  | <input type="text" value="11/18/2013"/> | * |
| Gender      | <input type="text" value="Male"/>       | * |

**Please check this box if you wish to enroll this sibling for the upcoming school year.**



15. If you wish to enroll this child into school please mark the check box. The child will be added into the application as a Student.
16. In the **Student** area of the application you will review current demographic information. You will also review **Health Services** information. Please make sure any current conditions and/or medications are listed.
17. Submit the registration application after you have reviewed and updated each area. Your student's registration is completed once you submit the application. You will receive an email when the online registration has been processed.

**Thank you for completing Online Registration for the upcoming school year!**