

How Parents Request to Pre-Register

Option 1: New Students to River Charter Schools

This is the workflow for parents who are wanting to enroll their student to a River Charter Schools school. Parents send in a request to preregister their student(s) by submitting basic information which include **email**, **address**, and **birthdate**. Based on these critical pieces of information, their request is sent to the site to be **approved to continue the registration process**.

Parent Request to Preregister Student(s)

1. Fill in the Pre-register student page (pictured above). All information is required and should be filled out completely.
2. Click **Add a Student**, to add student information.

Preregister Student [Back To Login](#)

Contact Information 1

First Name

Last Name

Email

Address

Address

Address 2

City

State


Zip

Students

2 Add New Student

Submit

Students

 Student Information 3

First Name

Last Name

Birth Date

Enrollment

School

Year

Grade Level

[Add New Student](#)


4 [Submit](#)

3. Clicking on **Add New Student** will allow you to fill in info for your student. Once done and IF you are registering multiple students at once, clicking on **Add New Student** again **will let you pre-register a new student (repeat as needed)**.

4. When done entering information for all students, click **Submit** to submit the whole pre-registration form for ALL students.

Parent Waits for Site Approval

Create Parent Account [Back To Login](#)

Pre-registration was successfully submitted. District staff will review your submission and will notify you through email once the review process is complete and your child has been assigned to a school. Once this is completed you will be able to continue the pre-registration process online. 

Parent Portal Registration Information

Kindly click on the registration link to register and use the information below to fill out the registration form

Registration Link

First Name

Last Name

Access Code

Email

The parent will receive a green confirmation message on screen. An email will be sent to the new parent which includes **Parent Portal** account information, an access code, and a link back to the portal.

Once the site approves the parent's request for pre-registration, using their parent portal account, they are able to continue completing their child(ren)'s registration forms assigned to them. The email they receive will include the appropriate link to register for portal.

New Student/Parent: Parent's complete the portal registration process as the image shows below. For more guided instructions to register, visit the Parent's Guide to [Register for an Account](#).

New Student/Existing Parent: Parent signs into their existing parent portal account to continue the registration process through the portal.

The screenshot shows a registration form titled "Create Parent Account". It includes several input fields: "First Name", "Last Name", "Email" (with a note: "This email will be used as your username when log in on."), and "Phone". Below these is the "Access Code" section with a note: "If you do not have an access code, please contact your school district to receive one." At the bottom are "Password" and "Confirm Password" fields. A blue "Submit" button is at the very bottom. A "Back To Login" link is circled in red. Numbered callouts 1 through 5 are placed around the form: 1 points to the First Name field, 2 to the Access Code field, 3 to the Password field, 4 to the Submit button, and 5 to the Back To Login link.

1. Enter your First and Last Name as well as the email that you used on the Preregister page
2. Enter your Access Code provided in the email sent to you by Illuminate.
3. Create a Password.
4. Click **Submit**.

Pre-Registration Form Status Overview

The parent will continue to complete the desired forms as made available by River Charter Schools.

The following statuses a parent can receive and/or site staff can assign to a form, are listed below:

Approved

If all information has submitted and approved by the Site, the form will be officially **approved**. This will confirm pre-registration and consider the student as a registered student for the designated academic year.

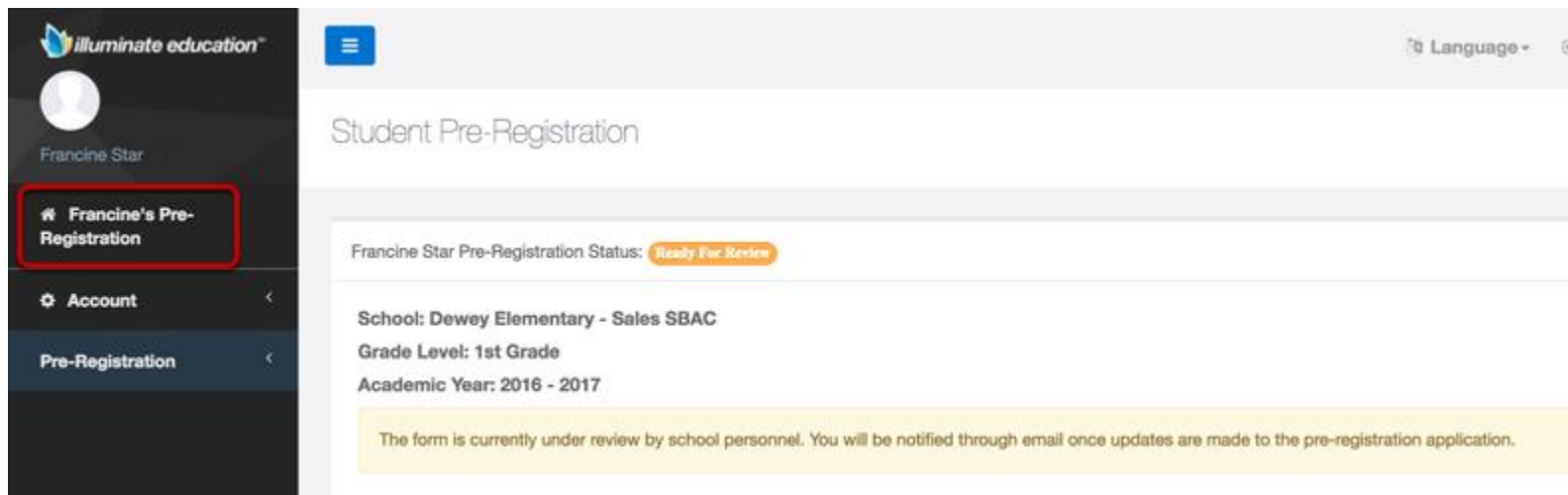
The portal will be considered a **confirmed** parent portal account, enabling all existing modules, information, and data as available and appropriate for the student(s).

The forms will no longer be available in the portal once approved.

From this point further, any forms or information to be collected online, is now through **Custom Forms**.

Ready for Review

Until forms are approved, parent's can access their portal account with limited visibility, or only the **Pre-Registration** module in their portal account.



The screenshot displays the Illuminate Education portal interface. On the left is a dark sidebar with the user's name 'Francine Star' and a menu item 'Francine's Pre-Registration' highlighted with a red box. The main content area shows the title 'Student Pre-Registration' and the user's status: 'Francine Star Pre-Registration Status: Ready For Review'. Below this, it lists 'School: Dewey Elementary - Sales SBAC', 'Grade Level: 1st Grade', and 'Academic Year: 2016 - 2017'. A yellow banner at the bottom states: 'The form is currently under review by school personnel. You will be notified through email once updates are made to the pre-registration application.'

Requires Additional Information

In the approval process, a parent may receive a **Requires Additional Information** status. This means that based on the **Review Notes** submitted by those with permission to approve, the parent needs to provide **additional information** in person to the school site. This may or may not include:

- Proof of residence
- Confirmation of health needs, special services

illuminate education™

Francine Star

Francine's Pre-Registration

Account

Pre-Registration

Student Pre-Registration

Francine Star Pre-Registration Status: **Requires Additional Information**

⚠ Deadline for completing the pre-registration process is on 6/30/17

School: Dewey Elementary - Sales SBAC
Grade Level: 1st Grade
Academic Year: 2016 - 2017

portal.pages.student_pre_registration.additional_info_status_returned_msg

Review Notes :

Please make sure to include at least one date on page 5.

Form Incomplete

In the approval process, a parent may receive a **Form Incomplete**, which will provide optional notes from the Site to the Parent and **reopen** the form.

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Francine Star

Francine's Pre-Registration

Account

Pre-Registration

Student Pre-Registration

Francine Star Pre-Registration Status: **Form Incomplete**

⚠ Deadline for completing the pre-registration process is on 6/30/17

School: Dewey Elementary - Sales SBAC
Grade Level: 1st Grade
Academic Year: 2016 - 2017

The school personnel has returned the pre-registration form. Kindly check the review notes. There might be additional information needed.

Review Notes:

Please make sure to include at least one date on page 5.

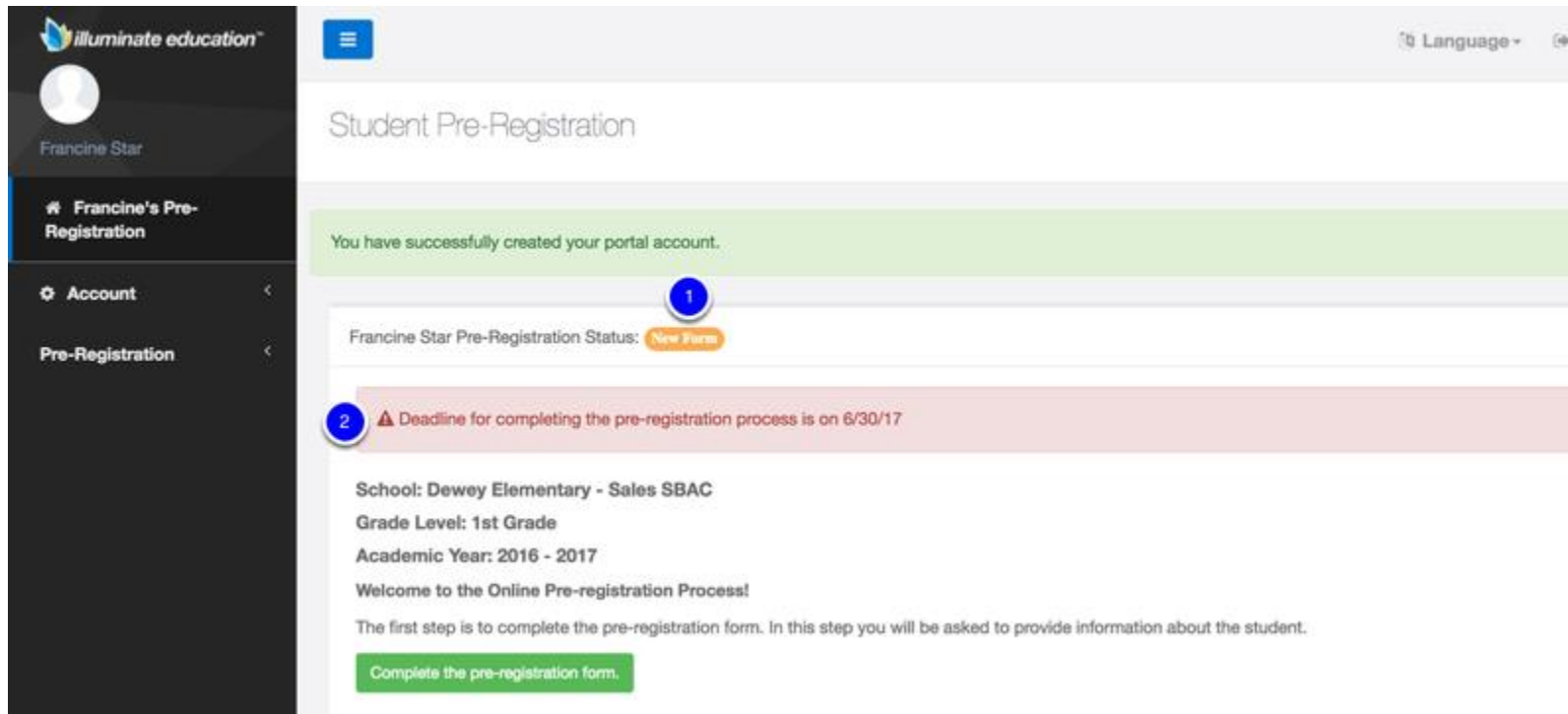
Review/Edit the pre-registration form: [Review/Edit form](#)

Submit the pre-registration form for review by the school personnel: **Submit to school**

Please Note: You cannot make any changes to the form once it's under review. The school personnel will review the information you provided and will give you updates through email.

Parent Completes Registration Forms

Parents : Because the parent is still in the approval process to be registered, the portal account will only provide **Student Pre-Registration**. For each student approved for registration, the required forms will be listed.



The screenshot shows the 'illuminate education' portal. The user is Francine Star. The page title is 'Student Pre-Registration'. A green banner at the top says 'You have successfully created your portal account.' Below this, a status bar shows 'Francine Star Pre-Registration Status: **New Form**' with a blue circle containing the number 1. A red banner below that says '2 ⚠ Deadline for completing the pre-registration process is on 6/30/17'. The main content area displays: 'School: Dewey Elementary - Sales SBAC', 'Grade Level: 1st Grade', 'Academic Year: 2016 - 2017', 'Welcome to the Online Pre-registration Process!', and 'The first step is to complete the pre-registration form. In this step you will be asked to provide information about the student.' At the bottom of this section is a green button that says 'Complete the pre-registration form.'

1. In **orange**, the form status is displayed to help communicate where they are in the process of online pre-registration.
2. Note the deadline for filling in the pre-registration information, highlighted in **red**.
3. Click **Complete the pre-registration form** to complete the form.

Submission of this application does not constitute enrollment. Do not dis-enroll your student(s) from their current school until we have contacted you stating that your student(s) has been enrolled. By submitting this pre-registration, you attest that the statements made in the pre-registration form are true to the best of your knowledge. You understand falsification of any of the information on this enrollment application will result in student(s) being dropped from River Charter Schools.