

STEP-BY-STEP PRE-REGISTRATION

GO TO: <https://st.edutech.org/Letchworth/onlinepreregistration>

First time select **New User**

If you are returning to edit a session you previously started, select **Returning User**.

Select **Continue**.

schooltool.

New User
 Returning User

Click Continue to start a new session and enter children, contacts, and addresses from scratch.

Welcome to Letchworth

Download the Step-by-Step

Important to know

STEP ONE: You will need to complete CONTINUE button to the left. You must registration process.

STEP TWO: Parent should contact the Mrs. Lat

ENTER STUDENT INFORMATION

Select the number of children you are registering including pre-school children.

Enter information for each child.

Enter the year of birth as a 4 digit year (00/00/0000).

Any fields with an * are required fields.

Previous Step < Cancel

Pre-Register Children

Next Step Contacts >

Use this screen to enter information about your children.
• Fields with * are required.
• When complete, click on the "Contacts >" button to continue.

[Click Here to Add Another Child](#)

Child 1

First Name: Marcia* Is Hispanic:

Middle Name: Race: White*

Last Name: Brady* Primary Language: English*

Child's Email Address:

Child's Cell Phone #:

Gender: Female*

Date of Birth: 5/31/2011*

[Click Here to Remove this Child](#)

Child 2

First Name: Greg* Is Hispanic:

Middle Name: Race: White*

Last Name: Brady* Primary Language: English*

Child's Email Address:

Child's Cell Phone #:

Gender: Male*

Date of Birth: 7/9/2010*

Next Step select **Contacts>**

ENTER CONTACT INFORMATION

Select the number of contacts you will be adding.

Previous Step < Children

Pre-Register Contacts

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.
How many contacts would you like to register today?

Enter information about each adult

Next Step click Relationships>

ENTER RELATIONSHIPS

Select the Primary Contact

Select the Student's relationship to the contact.

Check/Uncheck for Mail and Pickup.

Repeat for each child.

Next Step click Addresses>

ENTER ADDRESS INFORMATION

Enter an address for each contact if they **do not** live together.

OR

If the contacts live together, enter address information for the first contact, click on **Same address as another contact** and then select the contact.

Next Step click **Additional Info >**

Previous Step < Relationships

Residence Addresses

Next Step Additional Info >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

Carol Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 11222* Street: Dilling Street* Unit #:

Line 2:

City: Gainesville* State: NY* Zip Code: 14066*

Home Phone #: Is Listed:

Mike Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 200* Street: Elm Avenue* Unit #:

Line 2:

City: Warsaw* State: NY* Zip Code: 14569*

Home Phone #: Is Listed:

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Previous Step < Relationships

Residence Addresses

Next Step Additional Info >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

Carol Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

House #: 11222* Street: Dilling Street* Unit #:

Line 2:

City: Gainesville* State: NY* Zip Code: 14066*

Home Phone #: Is Listed:

Mike Brady

Same address as another contact

Enter a new address and home phone number

Enter a new home phone number only

ADDITIONAL INFO

Select **Required Pre-registration Information** box. (Do this for each child.)

Complete all information if applicable.

Next Step click **Contact Info>**

Previous Step < Address

Additional Info

Use this screen to enter additional information requested by the district.

- Fields with * are required.
- When complete, click on the "Contact Info >" button to continue.

Additional Information for Marcia Brady

Required Pre-registration Information

Required Pre-registration Information

IEP or Extra Needs?:
 *

Medicaid Eligible?:
 *

CIN#:

Is the child or family claiming immigrant status?:
 *

If YES, what language is the primary language spoken in the home, spoken to the children, the children understand?


Are there custody papers we need to have on file?:
 *

If YES, please bring copies with you when you come to school to officially enroll the student.:

Residency Questionnaire: This will help determine what services you or your child may be able to receive under who are protected under the Act are entitled to immediate enrollment in school even if they don't have the documents of residency, school records, immunization records, or birth certificate. Students who are protected under the Act transportation and other services.

Is the student in permanent housing:
 *

If NO, where is the student living?:
 *



FINISH AND SAVE

Complete the required fields, either an email address or phone number, and click **Save>**

The screenshot shows the 'Your Contact Info' step of the registration process. At the top left is the SchoolTool logo. Below it is a navigation bar with a button labeled '< Other Info' under the heading 'Previous Step'. The main heading is 'Your Contact Info'. A note indicates that fields with an asterisk are required. The user's session key is 542766. The form includes fields for Password, Re-Type Password, Your First Name (Carol), Your Last Name (Brady), Your Email Address, and Your Phone Number. A text area is provided for additional information. A 'Save>' button is located at the bottom right of the form area.

You will receive confirmation that you information has been saved.

The screenshot shows the confirmation page after registration. At the top left is the SchoolTool logo. The page is titled 'Session Saved' and 'Final Step'. A message states: 'You session was successfully saved! Your session key is 542766. Write down both your session key and password. You will need them if you want to return and edit your session later. You may print a hard copy of your session by clicking the Print button below.' A 'Print' button is visible. A 'Final Step' button labeled 'Exit >' is at the bottom right.

Contact Mrs. Youngers, School Registrar, at 585-493-2571 to schedule an appointment to finalize the registration. When you meet with Mrs. Youngers, you will be required to present:

- Proof of Residency
- Original Proof of student's birth
- immunization records
- custody agreements

(see Enrollment Brochure for acceptable forms of documentation).

If you cannot present this documentation at the meeting with the Registrar, you will be given 3 business days to provide the documentation