

Time to Register All Students for the 2017-18 School Year- using Registrar

4-13-2017

Dear Parents/Guardians:

This letter contains important information for registering your student in Santiam Elementary School and/or Santiam Junior/Senior High School for the 2017-18 school year. This is a great step for us moving toward an enrollment process that allows flexibility for parents and reduces paper. This spring, we will open enrollment for the 2017-18 school year with this new Registrar program.

For parents enrolling elementary students, this online process will complete your registration for next school year, yet middle and high school students will also need to pre-register this spring and finalize registration in the fall to register for classes, sign up for sports and pay fees. Ultimately, we hope to add more online parent features for convenience, so this is our first step toward that goal.

To start the login process, you will need your Parent Internet Viewer (PIV) code from your school office. If you have one, that will log you into the registration system. If you do not have one, please contact your child's school office to get the code. Elementary students will be bringing these codes home today and please contact SJSHS if you need your code or password reset.

Due to the timing of this registration process, all parents are welcome to stop by Santiam Elementary School library to get support with the online registration. Staff from both buildings will be available for assistance. The times to get support are:

- Tuesday, April 18 from 3:30-8:00 pm
- Thursday, April 20 from 3:30-8:00 pm

Again, this can be done anywhere you have internet capabilities and if you have a PIV code. You are welcome to do it on your own or come into the school at the times above to get help.

Please follow the link below to begin the enrollment process:

<https://santiamcanyon.registar.lblesd.k12.or.us/en-us/home.aspx>

All students must register this spring. Again, it can be done independently online or with help at the elementary school on the dates listed above. Thank you for your support during this transition!

Sincerely,

Todd Miller

Superintendent



TOO MUCH PAPERWORK?

We agree.

[First Time User](#)
Click Here

[Returning User](#)
I've registered my student online



Register Online

Quickly register your child for school with the Registrar System. With the click of a button you can submit your child's information online and have it approved. Registrar, taking the guesswork out of the enrollment process. Now that's easy!



Simple and Easy

Registrar makes it simple and easy for parents to enter information, upload documents, and share information between home and school. You'll love the simplicity of our step-by-step process.



Share Info

Upload documents from home with the click of a button. Avoid expensive trips to school with immunizations, birth certificates, and proof of residency. From the comfort of your home upload all the documents you need to quickly enroll your child in school.

Click the First Time User Button and the following page will appear:

Enter your email address on the top line, then you will need to re-enter it on the second line to confirm that. Create a password and confirm your password. The PIV username will be on the sheet of paper that was given to you when you arrived. This is the same username that you enter to view your student's grades. If you wish to view the questions in Spanish pick that language from the drop down menu. Then click register. (you will receive an email notification with your user name and password)

REGISTAR
SYSTEMS

Santiam Canyon
School District 1291

HOME CONTACT US Search... Register | Login

You are here: Registration

Registrar Registration

Email Address: * Parent, this will be your username.

Confirm Email:

Create Password (Minimum 7 Characters):

Confirm Password:

PIV username: Example: 123456789

Preferred Language:

REGISTER

Now you will see a dashboard with your students listed and you may now start a re-enrollment

Registration Dashboard

Student Name	Student ID	Grade	School Name	Course Requests	Registration
Song, Rowta	0332726	09	LBL SILK WAH BG BLOCK HIGH		<input type="button" value="Start"/>
Song, Singh	0332725	09	LBL SILK WAH BG BLOCK HIGH		Complete

As you are going through the re-enrollment pages, most of your information should already be filled in. You just need to verify that information and or make changes as necessary. There are some required fields and those will have an * next to them.

Once you have verified the first page there is a button on the bottom right hand corner. If you can't see it just move the scroll bar to the right until you find it. If you forget to enter a required field, you cannot move onto the next page until those fields have been filled in. You will get a red error message at the top of the page

- Please enter Yes or No if student lives in Foster Home
- Please enter Yes or No if this student is Homeless.

Make the corrections and move on to the next page. IF you forgot something on a previous page you can click the back button (on the bottom left) to get to the page you need to correct.

Make the corrections and hit the

When you get to the lives with contacts there are two questions:

- Is parent allowed contact? This is just asking if this parent is allowed to pick up the student from school, or be contacted in the event of an emergency.
- Student lives with this parent? This is just confirming that this contact lives with the student.

The health history page lets you list needs or concerns that your child may have. It also requires a Physician/Clinic and Dentist name. If you do not have any of those, just type in NONE in the space.

The District would like you to provide two non-lives with contacts. These contacts don't have to live near the student and can even be located in another state.

Next is the consent page. You can choose the call order on this page. Call order refers to who you want called 1st, 2nd, 3rd, and so on in the case of an emergency.

There are also consents that the district wants to make sure you are aware of.

If your student is an athlete, you must allow the district to publish his/her name on all rosters, etc. These follow OSAA rules and guideline.

The next page is the Release page and the district wants you to read over these questions and answer as you see fit. Please note that if there is a restraining order in effect to protect your student, please provide the district a copy of that order.

The very last page is the digital signature page. Please make sure all of the information on the previous pages is complete and accurate. After you sign off on this registration, you will not be able to log back in and review or make changes to the registration.

Thank you for using the online registration process. We would like to hear any feedback you have regarding this process. Please email your school office.