Schuylerville Online Pre-Registration Instructions

1. Navigate to our Student Pre-Registration online form by visiting our website at:
   https://schooltool12.neric.org/SchoolTool_SCHU/OnlinePreRegistration/

2. On the topper left corner, you will select 'New User' and hit continue.
   - ➢ If you have previously started the Pre-Registration Form and received a Session Key Number, you will be able to click "Existing User" to log in to update your previous responses.

3. Click on the dropdown menu on the screen to select the number of children you are registering.

   How many children are you registering today? Select One ▾

4. After you've select the number of students you are registering, you will navigate to the "children information" screen. Fill out each student(s) information, any field that displays (*) are required. Check/fill out any boxes that apply.
   - ➢ Children information page will be similar to the page below.

5. Once you have filled out Student Info, click on the 'Contacts' button under next step at the top of the page.

6. Please select the appropriate number of contacts for each student.
   - ➢ We suggest that you select the appropriate number of Parent/Guardians **AND** at least 2 Emergency Contacts. (Ex: Mother, Father, Grandmother (Emergency Contact), and Aunt (Emergency Contact)

7. After you select the number of contacts, you will be directed to a "Contact Information" screen. Please fill out First Name, Last Name, Gender, Email Adress, and at least 1 phone number for each contact.

8. Once you completed all "Contact Information", click 'Relationsips' button under next step at the top of the page.
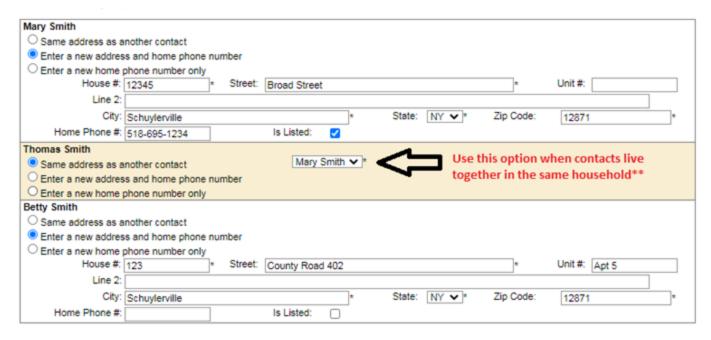
9. First, select which contact is the "Primary" contact. (Primary contact is the contact with whom the child is living with)   Then, Select the Relationship of that contact
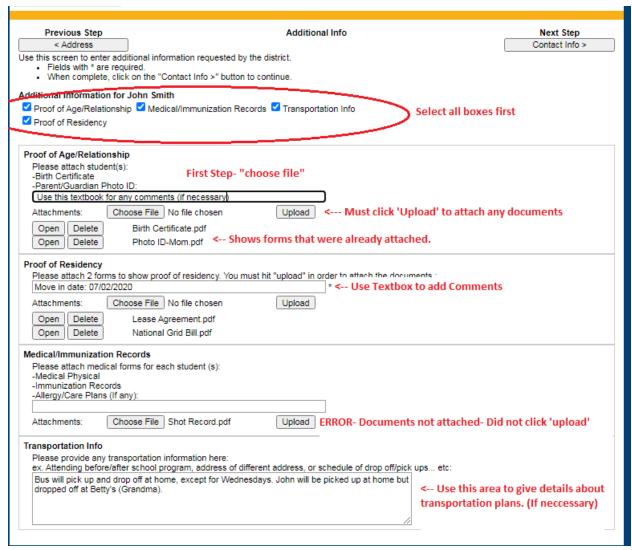

   Use the comment box to add any comments about this contact.   And Select any boxes that apply.

10. Once all relationships have been identified, clcik on the "Addresses" button under next step at the top of the page.

11. Enter the Address and Phone Number for the first contact. If the second contact has the same address, please select "Same Address as another contact" and select the appropriate contact in the drop down. See below.

12. Once you have completed all address and phone numbers for contacts, click on the Additional Info button under Next Step at the top of the page.

13. Under Additional Info, you will check off each box that you have supporting documents for. Once the checkbox is marked, you will see additional boxes that appear.
   ➢ Select "Choose File" -> select file on your computer/cell phone -> Then select Upload to attch the file.
   ➢ Repeat this step for each categorey.
            See photo below for an example.

Additional Info screen with annotations:

Previous Step < Address   **Additional Info**   **Next Step** Contact 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 John Smith
☑ Proof of Age/Relationship ☑ Medical/Immunization Records ☑ Transportation Info
☑ Proof of Residency   *Select all boxes first*

Proof of Age/Relationship
Please attach student(s):
-Birth Certificate   *First Step- "choose file"*
-Parent/Guardian Photo ID:
[Use this textbook for any comments (if necessary)]
Attachments: [Choose File] No file chosen [Upload]   *<--- Must click 'Upload' to attach any documents*
[Open] [Delete] Birth Certificate.pdf
[Open] [Delete] Photo ID-Mom.pdf   *<-- Shows forms that were already attached.*

Proof of Residency
Please attach 2 forms to show proof of residency. You must hit "upload" in order to attach the documents :
[Move in date: 07/02/2020]   *<-- Use Textbox to add Comments*
Attachments: [Choose File] No file chosen [Upload]
[Open] [Delete] Lease Agreement.pdf
[Open] [Delete] National Grid Bill.pdf

Medical/Immunization Records
Please attach medical forms for each student (s):
-Medical Physical
-Immunization Records
-Allergy/Care Plans (If any):
Attachments: [Choose File] Shot Record.pdf [Upload] *ERROR- Documents not attached- Did not click 'upload'*

Transportation Info
Please provide any transportation information here:
ex. Attending before/after school program, address of different address, or schedule of drop off/pick ups... etc:
[Bus will pick up and drop off at home, except for Wednesdays. John will be picked up at home but dropped off at Betty's (Grandma).]   *<-- Use this area to give details about transportation plans. (If neccessary)*

*If you are unable to attach files, do not mark off the checkboxes.

14. When you have completed "Additional Info", click on Contact Info under Next Step at the top of the page.

15. The Contact Info page, you will see a Session Key Number in Red. You will use this session Key and Password to make any changes to your entries. Please provide First, Name and Phone Number.
   ➢ Use the comment box to provide any information related to the students or supporting documents. (Ex: Custody, Special Education, related services, food services, allergies)

16. Once the contact Info Page is filled out, Click on Save at the top of the page. You've completed the Online Pre-Registration Form!

Last Step: Call the Schuylerville CSD Registrar (**518-695-3255 ext. 3301**) to **Schedule your appointment**. Please remember to bring your additional forms with you. (Health Registration, Registration Packet, Technology Forms & Other supporting documents for Proof of Age, Proof of Residency, and Medical Forms if unable to upload)

Thank you and we look forward to welcoming you to Schuylerville CSD!!