

## Online Kindergarten Registration

### Online Registration Process:

1. Parents should create a family account or enter information if you already have an account (parents of currently enrolled WSSD students).

- See the screenshot below:

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

Welcome to the Wallingford-Swarthmore School District!

If you are new to the Wallingford-Swarthmore School District, please create a **NEW** Family Account for your 2014-2015 online registration.

If you have previously created an account please log in as a **Returning User**. **Do not create another account**. You can use the **Forgot Password** button to reset your password, if needed.

**Create a Family Account**      **Returning User Login**

Parent First Name

Parent Last Name

Email Address

Create Password

Password again

Select Language: English

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2. You will see a welcome screen to the Online Student Registration and Enrollment Center
  - For Kindergarten Student Enrollment: Select **“New Student”** from the menu at the left to enter a new kindergarten student
  - For Parents of existing students in other grades: You still need to select **“New Student”** to enter a new kindergarten student, but you may also update annual forms for currently enrolled siblings by selecting the link for **“Current Students”** from the menu at the left
3. For Kindergarten Student Enrollment: Complete information in the **Add Student** column that appears when the New Student screen opens After you enter the student information, make sure to click **“Add Student”** at the bottom.
  - After the student name is entered and you click “Add Student,” the student name will appear in the Household List in the column at the right. Parents of existing students will see all students in the household listed in the column at the right. If everything looks correct, click **“Go to Enrollment.”**

4. The next screen will show the family name and the list of required enrollment forms.
  - If you are a kindergarten parent, the later screens will lead you through required forms. Do nothing on this screen except: **Click Next.**
  - If you are returning to this site and need to find one specific form, you can find it on this list. (This screen is only here if you have to return to find a form to complete out of sequence or to print and mail).
5. Read the next two screens: Registration Procedures for New Students and Medication Policy. Click Next.
6. Enter Parent/Guardian Information. Any field with a red asterisk is a required field. The screens will not advance to the next screen without completed fields. Click Next at the end of the screen when finished. Enter information for a second parent/guardian.
7. Upload residency documents electronically.
  - Required Documents are listed on the registration page of the district website ([www.wssd.org](http://www.wssd.org))
  - Documents may also be mailed or faxed:
  - Fax number: 610-892-3497 Attn: Registration
  - Mailing Address:  
WSSD Registration Office  
Wallingford-Swarthmore School District  
200 S. Providence Rd.  
Wallingford, PA 19086
8. Enter emergency contact information. At least one must be provided to advance to the next screen. Only your full typed name will serve as your signature.
9. Read and enter agreement regarding information about procedures for separated/divorced parents. Click Next
10. Required statement regarding multiple occupancy registration (if you are living in a home in the district but you are not on the lease/mortgage/deed). Answer yes/no and select Next.

11. Kindergarten students can be eligible for free or reduced milk. If you wish to apply, click the link for information about free and reduced meals/milk. Otherwise, click next.
12. Kindergarten Preference Form. Indicate your home school. Residential areas for each school are on the website (<http://www.wssd.org/cms/lib02/PA01001072/Centricity/Domain/20/Elem%20Street%20Names.pdf>). Select a session preference if applicable.
13. Student Registration: The following screens should show student registration information entered so far. Complete remaining fields related student information. Select Next at the end of each screen to advance.
14. Upload personal documents for student (birth certificate and immunizations. Documents can also be faxed or mailed (see addresses above).
15. Complete the Parental Registration Statement. Select Next.
16. Complete the Home Language Survey. Select Next.
17. Advance through remaining screens. Read and consider agreements for acceptable use, parent rights, transportation, school closings, and other consents. Forms can be printed and mailed in if preferred.
18. The final screens require student health information. If your child has any significant health needs, please contact the nurse at your child's school with any questions. Forms can be printed and mailed in if preferred.

Once complete, click "Submit" to send the entire registration to the district. Student registration will not be complete until the entire registration packet is submitted.