Welcome to Berea City Schools!

Berea City
School District

Online Registration is now being used for all new families/students to the Berea City School District. Parents/Guardians will enter all information regarding their household, contact and student data through this online process which eliminates filling out numerous forms for each student.

This document serves as a quick guide to online registration. If you need more detailed instructions, click the link in the registration area called Step-by-Step Instructions.

THINGS TO KNOW:

- The online registration icon is accessed through the Berea City School District website home page by clicking the Students & Parents section Registration link.
- Once you click on the Online Registration Link you will be asked to enter your name and email address which creates a welcome email. This email explains all of the documents that you will need to scan and save to your computer for upload prior to finalization of your application.
- If you do not have access to a scanner, you can complete all other portions of the registration and make an appointment with the Registrar to use the Kiosk to upload your documents at the Board of Education office. Please note that you also have the choice of completing the process via paper form at the Board of Education office.
- To upload documents at home, you will need the ability to scan the documents or take a photo of the documents to save to your computer's desktop. There are several free scanner APPS available from the APP Store or online. If you download the free scan APP, it will allow you to take a photo from your phone and convert it to a pdf file which you can save to your desktop for upload.
- The registration process takes approximately 30 minutes to complete.
- Applications can be saved and reopened at a later time. In order to get back into your incomplete/un-submitted application, you will need to click on the link that was sent to you in the Welcome email. Therefore, please do not delete the original email sent to you.
- Required fields display with a red asterisk *.
- Use the Previous and Next buttons available on each panel to move through the panels. If you save prior to completing a section of the panel, a warning message will display and data will be highlighted in Yellow in the review screen. Once you complete and save you will see a green check indicating completion.
- Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.
- Suggested Web Browsers are Windows Explorer 11 or Chrome.
- Thank you and Welcome to Berea City School District!

The online registration icon is accessed through the Berea City School District website home page by clicking the Students & Parents section Registration link.

REGISTRATION OPTIONS

Online Registration
Complete the entire process at home (must have the capability to scan and upload documents)

This link should only be used for NEW preK-12 students that **do not** have siblings currently enrolled in the Berea City School District.

Use this link to register NEW preK-12 students that **do** have siblings currently enrolled.

Central Office Kiosk Registration
Complete information online (at home or at central office kiosk) and schedule an appointment to upload documents at the central office registration kiosk. If you begin registration at home, please write down your confirmation number and bring it with you in order to complete the process at the central office kiosk.

New Student Registration via the Online Registration Link

Online registration can be done from any computer with access to the internet. (Ex: home computer, library, friend/neighbor/relative or Berea City Schools KIOSK).

- Enter the First Name, Last Name, Email Address and Verify Email Address of the person that will be entering the registration data (normally the parent/guardian or social worker) and check the box if the student that you will be enrolling has attended Berea City Schools in the past (re-enrollment).
- Enter the letters/numbers that appear in the CAPTCHA box in the provided text field. If you can't read the letters, click on the blue circle with arrows to see another image.
- Click the **Begin Registration button.** An email will be sent to the entered email address.

- Open your email from campus messenger@berea.k12.oh.us. **SAVE this email!!!** You can exit online registration at any time and return to the application later to finish the process by using the link in the email.
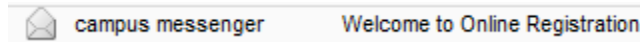
- Please read the email to gather the required documents needed to complete the application.
- We recommend you scan and save these required documents to your computer now to help in the process.
    - It is best to name the scanned documents to easily identify them when uploading (ex: utility bill, license, etc.).
    - If you do not have a scanner you have a few options: (1) Download a free scanner App on cell phone, follow instructions and save the pdf to your desktop. (2) Save the application without uploading the required documents and make an appointment by calling 216-898-8300 to use the KIOSK computer to scan and upload your forms (you will need your email link during appointment).
- Click on the provided link at the bottom of the email to begin registration. You will receive the below screen shot where you are asked to attest that you are the person authenticated and authorized to complete application and that the data you are entering/verifying is accurate. You will be asked to enter your name and sign on the line provided.

- Write the Application Number down (upper right corner), this will help if you need assistance.
- Click the Submit button.
- Another reminder will appear with the required documents and other information you will need. If you have not already done so, scan your documents and save them to your desktop.
- Click the **Begin** button.

Pleats and Sections within Pleats

- During the registration process you will be progressing through six pleats which contain all the information for registering your student. As you progress through the Pleats they go from Grey (not started) to Blue (in progress) to Green (with a check mark) upon completion.   Pleats are as follows:
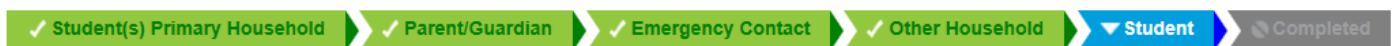
- Within each Pleat there are many sections of information you will be progressing through by clicking on the **Next/Previous** buttons. At the end of each section, you will click on the Save/Continue button to progress to the next pleat.
- Some of the pleats will have upload buttons for requested and/or required documents. Simply click on **UPLOAD** and **BROWSE** to the saved document on your computer.
    - If you cannot scan/upload your documents, move forward but please Do Not Submit your registration at the end of the process. You will need to contact Registration and schedule an appointment to upload your documents prior to submission.
- Some pleats will have additional forms (in red) that may require you to print and have notarized prior to upload. Example: Owner Affidavit.

Click here for Owner Affidavit, if applicable.

<table>
<tr><td>◄ Previous</td><td>Next ►</td></tr>
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- There are several sections within the **Student Pleat** that need filled out for **each** student entry, please go through each section thoroughly. There are also specific documents that are <u>requested</u> to be uploaded (ex: birth certificate, custody documents, if applicable, Residency and Custody Affidavit, IEP, 504 or gifted plans, if applicable, report card or transcript, Release of Student Records form, immunizations, authorized medication form, if applicable), which will enable you to complete the entire process from home, if preferred. However, please note that if you are unable to scan and upload the documents, continue with process but **Do Not Submit** the Registration at the end. Instead, call the office of Registration to schedule an appointment to use the Kiosk for scanning and uploading these required documents.

- If you need to add another NEW Student, click the **ADD NEW STUDENT** button and fill out the appropriate information.

- If you need to return to any previous areas that are highlighted yellow to modify entered data or to enter missing information, click on the Edit/Review button.

Parent/Guardian

First Name	Last Name	Gender	Completed	
Daisy	Duck	F	✓	Edit/Review
Donald	Duck			Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back   Save/Continue

Completed Application

- Once the registration process is completed and all entered information is accurate, click the **Submit** button. Once you submit, you will not be able to access your application again. If for some reason you need to change something you submitted, call the Registrar and request the application to be unsubmitted.

- This will send a notice to the district staff that an Online Registration Application needs to be reviewed. This will also send you an email with the current status.

- Download a copy of the entered information by clicking the **Application Summary PDF**. This is a receipt of data entered. Save to your computer. No further information is needed at this time.

✓ Student(s) Primary Household ► ✓ Parent/Guardian ► ✓ Emergency Contact ► ✓ Other

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

Application Summary PDF

Get Acrobat Reader

- As the process continues, you will be informed via email whether the application is on HOLD, DENIED or APPROVED. Once approved and the student is enrolled in the system, the school will contact you with more information.

The Berea City School District appreciates your time and efforts in following these instructions. Please allow up to 3 business days for a response after submitting your application.   If you need further assistance, please contact the Registrar, at 216-898-8300.