

## Tips and Tricks for Online Registration

- Take note of your application number. This will help you should you need to save and continue later.

[English](#) | [Español](#)

### Note

Your application number is 101. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.

- To log back into your application click **Returned to Saved Application**

ONLINE REGISTRATION KIOSK

Welcome to the District's Online Registration Kiosk! Please select whether you are starting a new application or if you are returning to finish an existing application.

Start New Registration Return to Saved Registration

- If you are going to click on a link in the application and you are using your phone or tablet to fill in the application make sure you click the **save/continue** button before you open the link.

◀ Previous Next ▶

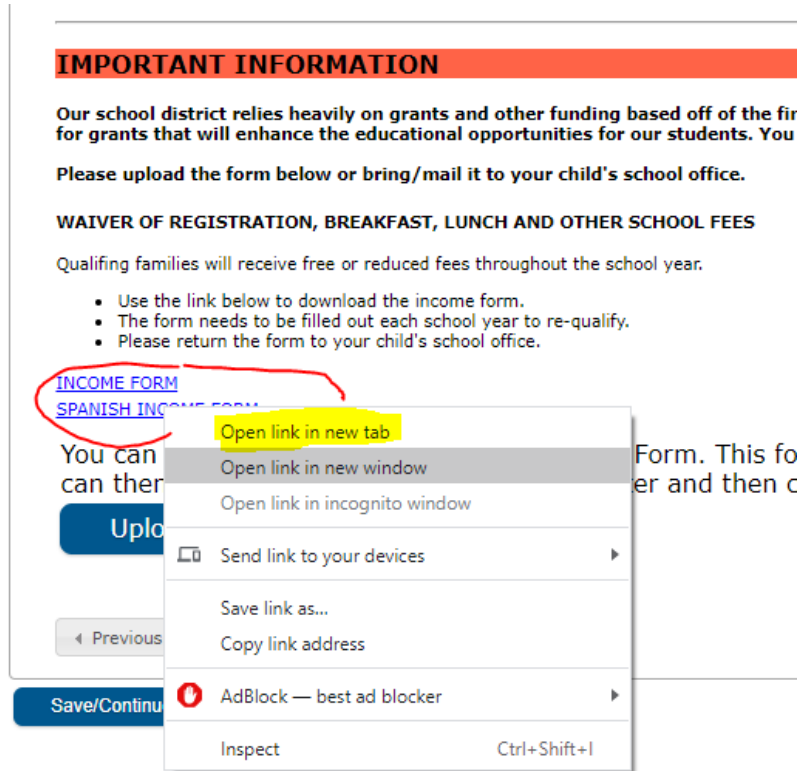
▶ Registration Fees

Save/Continue

- When you click on a link in the application. A new tab will open with the form on it. All of the forms are pdf's and can be downloaded so you can fill them out directly from your

computer, phone, or tablet. You can then save the filled out form and upload it into the application.

- If you encounter an issue clicking on a link and it doesn't open a new tab on your device you can right click on the link or long press(if you are using a phone or tablet) on the link to bring up the option to open it in a separate tab



- The only required forms to complete the application are the **Proof of Residency** and **Birth Certificates** for **new students**
- You have the option to upload other documents if you have them on hand(Physicals, Immunization, dental exam, and other documents). You may also bring these into your students' school before the start of school.
- If you have any questions or issues you can email [tech@d231.rochell.net](mailto:tech@d231.rochell.net)
- You can also schedule an appointment to register in person by calling your schools office.