



Step by Step Directions for Completing the Online Registration Process For New Students 2020-2021

1. From the school website for your child's school, access the Online Registration link from the Parent dropdown menu

The screenshot shows the website for Fairfield Elementary, Bethel School District Eugene OR. The navigation bar includes Home, Schools, District, Parents, Students, Staff, Quick Links, Resources, Calendar, and About Fairfield. The 'Parents' dropdown menu is open, listing various services such as Bethel Education Foundation, Bethel Health Center, Free & Reduced Meal Application, Head Start of Lane County, Home Access, Infant Toddler Center, Kindergarten, Little Wolverines Preschool, Meal Menus, Navigating Homelessness, Online Registration (highlighted with a red box), Opportunities and Events, Staff Directory, Student and Parent Handbook, Transfers, Volunteer!, and More Resources >. Other visible elements include a Principal photo of Jenny Sink, a 'Subscribe' form, 'Staff Sites' for Lara Castillo and Rachel Rhoads, and a 'Contact Fairfield' section with phone and email information.

2. You should see this screen once you begin the process:

The screenshot shows a registration page with two main sections: 'Sign In' and 'Create Account'. The 'Sign In' section has fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, and a 'Sign In' button. Below it are links for 'Forgot password?' and 'Sign into your account using your cell phone number.'. The 'Create Account' section has a heading 'Create Account', a sub-heading 'With an account, you can...', and a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history'. A 'Create Account' button is highlighted with a red box.

- When prompted, entered the information required to create your PowerSchool Online Registration account. Creating this account will allow you to save information as you enter it, to copy information from one child's registration form to another (if you have multiple children), and to access your completed registration forms.

Bethel School District

Create an Account

Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.

Profile

First Name

Last Name

Daytime Phone
Used to provide support, if requested. Enter entire number, including area code.

Email Address
Used for sign in and important communication.

- Start the New Student Registration process by clicking "Next" on this page, and enter the information requested by the online forms.

Note: Required fields are marked as "Required", and Bethel School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

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New Student Registration 2020-2021

Introduction

Online New Student Registration

Welcome to the Online Registration website for students who are **new** to the Bethel School District. A **new** student has not attended a Bethel school this year, yet may have in a past year. Students are assigned to their school of residence, which is defined as "the assigned neighborhood school based on a student's Lane County home address." Students may attend a different school based on space availability through a transfer request based on specific limited circumstances. Transfer forms are available from the District Office. Please follow the steps below to continue.

- Click "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required" and the Bethel School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
- Some things to remember:**

5. As part of the New Student Registration process, you will be asked to provide the following information

Page	Information Needed
Student	<p>Demographic information (e.g., student name, date of birth, age, physical/mailling address, contact information, whether the student is eligible to receive accommodations and/or participates in special programs)</p> <ul style="list-style-type: none"> • Additional information for incoming Kindergarten students includes: preferred language of communication, student's preferred name, family/guardian perception of student readiness for school, preschool program experience, etc.)
New Student	<ul style="list-style-type: none"> • Student race/ethnicity • Home Language Survey • Place of Birth • Migrant education program eligibility • Prior services the student has received (e.g., Title I reading, behavior support plan)
Family	<ul style="list-style-type: none"> • Name, contact information, and preferred language of communication for parents/legal guardians
Emergency	<p>Provide the name and contact information for up to 4 emergency contacts for your student whom you would like the school to contact in the event of an emergency and you are unavailable/cannot be reached</p> <p>You are not required to enter any emergency contacts, although we strongly encourage you to do so. Please DO NOT re-enter parents/legal guardians as Emergency Contacts.</p>
Priority	<p>Use this page to specify in which order you want emergency contacts to be contacted</p> <ul style="list-style-type: none"> • Parents/Legal Guardians will always be contacted first in the event of an emergency
Health	<ul style="list-style-type: none"> • Information about the student's health care providers (e.g., doctor, dentist, health insurance) • Pre-existing medical conditions (e.g., allergies, asthma, diabetes, hearing/vision/dental concerns) • Immunization information • Medication information
Transportation	<p>Information about how the student will get to/from school and whether this transportation plan varies by day of the week</p>
Agreements	<p>Bethel School District requires families to complete the following agreements as part of the registration process:</p> <ul style="list-style-type: none"> • Acceptable use policy for technology • Google permissions form • Field Trip permissions form • Student information release • Agreement to participate in Child Sex Abuse Prevention instruction (required by Oregon Senate Bill 856)

Page	Information Needed
	<ul style="list-style-type: none"> • Health Information Agreement • School Bus Rules Agreement • For families of incoming Kindergarten students, an agreement to participate in the Smart Start program
Document Upload	<p>An electronic repository where you can upload registration-related documents:</p> <ul style="list-style-type: none"> • Proof of Age/Legal Name • Proof of Residency • Health Forms
Donation	An opportunity to indicate how much (if any) you would like to donate funds to any school in the District
Signature	Provide an electronic signature to certify that you are the legal parent or guardian of the student and that all information provided is correct
Review	This page provides an opportunity to review all of the information entered for accuracy before submitting; any required information that is missing will be indicated in red (required)
Payment	<ul style="list-style-type: none"> • If registering for the 2019-2020 school year, please follow the directions on the Payment & Submit fee for submitting student supply fees • If registering for the 2020-2021 school year, no supply fees are due. Please see the notes below for information on how to complete this section.

IMPORTANT NOTES:

- A New Student registration form must be submitted **for each NEW student in your family.**
- The following documents may be helpful for registering your student: birth/baptismal certificate, family bible records, health records, insurance policies, and/or marriage or divorce papers.
- Please double-check and verify the accuracy of the data entry of your student’s date of birth! If the date is entered incorrectly and the system thinks your student will not be 5 years of age by September 1, 2020 you will not be allowed to continue registering your new student.
- **There are NO student fees due for 2020-2021!**
 - When you get to the Payments page in the New Student form, in the Fee Summary / Select a Payment Method, please select either “Waiver – Pay in Person” or “Waiver – Cannot Pay”

Fee Summary

Select a Payment Method required

Waiver - Cannot Pay 


- In the Waiver section of the bottom of the Payment & Submit page, enter a Waiver code of “W”

Waiver - Cannot Pay

Enter the waiver code provided to you. When you are ready, click the **SUBMIT** button to submit your waiver code and complete the process. To review your information, click the **Prev** button.

Waiver - Cannot Pay required



- You should then be able to click the green  button to submit your New Student registration form
- As part of the registration process, please anticipate receiving some paper copies of documents related to registration for the 2020-2021 school year (e.g., Google Permissions form, Transportation Plan). Please complete these documents and return them to your neighborhood school:
 - Your neighborhood school will also be providing more information about Bethel’s Kindergarten Smart Start orientation to Kindergarten program later this Spring.

6. Next Steps

- You have the option to print a copy of the form submitted for your records and/or download any supplemental forms/agreements
 - If you did not submit these forms/agreements online while completing the New Student Registration form, download the forms/agreements here, print them, and bring completed copies to your student’s school
- Complete a Free and Reduced Lunch application on line (if applicable)

