

## Adding Kindergarten or New Students during the Annual Update

1. If your family is new to the district and/or you do not have any students currently enrolled, please contact one of the schools your students will attend to begin the registration process.
2. If you have students currently enrolled in Unit 5 you may add your Kindergarten student as you complete the **Annual Update** for your existing students using one of the following methods. If your student is listed as an Other Household Member, follow the directions for **(a)** below. If your student is not listed under Other Household, move on and follow the instructions for **(b)**.

a. If the child is already listed as Household Member, you will see them listed under **Other Household**.

- i. Click on **Edit/Review**

\* Indicates a required field



### Other Household

First Name	Last Name	Gender	Completed	Record Type	
Example	Household	M		Existing	<a href="#">Edit/Review</a>

OPTIONAL - Please list all other children of the Primary Household.

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

✓ - Indicates that person is completed.

[Add New Household Member](#)

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[Save/Continue](#)



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- ii. When the next window opens, **check the box** (shown below) to register this student for the upcoming school year. Click on **Save/Continue**. There will be pop up windows asking if you are sure you want to do this. Click **Yes** and/or **Confirm**.

✓ Household ✓ Parent/Guardian ✓ Emergency Contact

▼ Other Household(non-enrolled children) Student Completed

Name: : Aaron

▼ Demographics

First Name  \*

Middle Name

Last Name  \*

Birth Date

Gender  \*

Please check this box if this person lives at the address listed below.

12 Hill St  
Blaine, MN 55449

Please check this box if you wish to register this student for the upcoming school year.

Save/Continue Cancel

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- b. If the child is not already listed as a household member, when you get to the **Student** section click on **Add New Student** as shown below.

\* Indicates a required field



### Student

First Name	Last Name	Gender	School	Completed	Record Type	
		F	NORMAL COMMUNITY WEST HIGH SCHOOL		Existing	<a href="#">Edit/Review</a>
		M	GEORGE L. EVANS JUNIOR HIGH		Existing	<a href="#">Edit/Review</a>
		F	PEPPER RIDGE ELEMENTARY SCHOOL		Existing	<a href="#">Edit/Review</a>

Please include all students that need to be enrolled.

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

✓ - Indicates that person is completed.

[Add New Student](#)

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[Save/Continue](#)

You will follow the Annual Update Instructions that apply for all returning students to add your Kindergarten student.