



Online Registration Guide

This guide is for families who do not yet have students enrolled in the Ballard Community School District. If you are registering a student who is currently enrolled, please refer to the returning student registration information.

If you have questions, please contact the District Registrar, Amber Jungst at 515-597-2811 ext. 1002 or by email at ajungst@ballard.k12.ia.us.

To register your child(ren) in Ballard Community Schools, please select the following link: [Ballard Community Schools - Online Registration](#)

and follow the instructions below or simply use the prompts that appear on the screen throughout the registration process. The system will first prompt you to enter your name, birthdate, and email address. Please note that when you are asked to type the letters and numbers shown, you should attempt to type the letters in the same case (upper or lower) in which they are shown in the box. When you hit **Submit**, you will receive an email message with a link to complete your online registration. Please remember to make note of your application number, as you may need this for future reference.

Online registration will work best with Internet Explorer, Mozilla Firefox or Google Chrome.



Please note, once you begin the registration process, using the **forward** or **backward** buttons on your web browser can cause complications and should be avoided.

Getting Started

The registration process is divided into sections that are made up of multiple subsections. Only one subsection at a time can be open to view and edit. You must review or complete every subsection on a tab before clicking on **Save/Continue** to get to the next tab.

The student(s) Primary Household section covers your primary contact and mailing information. The following instructions will assist you in completing the household section of registration. Please note, as you complete the registration, a box **This field is required** will pop up to demonstrate the required fields. To close out of the box, simply click on it and it will disappear.

Household

Household

Primary Phone Number

- This can be a home number or a cell phone, whichever you prefer to be the main number for your household.
- To edit an existing phone number, you must first highlight the numbers you wish to edit. Once highlighted, you will be able to type in the new phone number.
- Please continue by clicking **next**, which is located in the bottom left corner of the section.
- The blue **Save/Continue** button will save your work from each major section, but it will not let you save until you have completed all subsections.



Home Address

This address will determine the school that your child attends within the Board-approved boundaries. You cannot enter a P.O. box in this screen.

- Enter your home address in the fields provided.
- When entering an apartment, townhouse, lot, or other number, do not use the “#” sign.

Next, click to select your address from among the choices shown.

- When finished, click **next**.

Mailing Address

- You can choose to receive mail at your home or in another location such as a P.O. Box or a place of business.
- If there is no change from your home address, simply check the box next to **The household has no separate Mailing Address**.
- If you are using a P.O. Box, click the box next to Post Office Box and only fill in number, city, state, zip code, and country.
- Click **Save/Continue** to move on.

Parent/Guardian

Adults included in this section should only include those who assume “legal responsibility” of the student(s). Families who share custody but do not live together should only submit one online registration.

**There is a separate section for emergency contacts, so please do not enter them under the parent/guardian section.

Parent Demographics

- Use the full, legal name for parents/guardians.
- If a legal parent/guardian does not reside at the same address, uncheck the box that says please check this box if this person lives at the address listed below.
- Enter the new address and phone number for that parent/guardian.
- Click **next** to move on.

Parent Contact Information

- Please enter the relevant contact information for the parent/guardian. You can select what information you would like to receive on which e-mail by using the check boxes on the right. Note that any e-mail marked private will not be included in school or district directories.
- If you do not have an e-mail, make sure to check the box that says has no e-mail, otherwise you

- will not be allowed to continue.
- Click **Save/Continue**.

If the name of a parent/guardian is highlighted in yellow after you click on **Save/Continue**, some required information is missing. Click on **Edit/Review** on the row in which the highlighted name appears, then enter any information that is missing from the Demographics and Contact Information subsections. When you are finished with this section select **Save/Continue** to move on to the emergency contacts section.

Emergency Contacts

A phone number is required for each emergency contact. The form will also ask for your contact's address to prevent duplicates from being added to the system. Enter each emergency contact's information. When you are finished, click **Save/Continue**.

Other Household

Please enter all other children **under five not currently enrolled** in Ballard Community Schools to this section. If you do not have other household members to add, simply click **Save/Continue** to proceed.

Student

Student Demographic Information

- Please enter your child's full legal name, including middle name and suffix (such as Jr.), if applicable. Gender, birth date, and the grade your child will attend are also required. Please indicate if the student you are enrolling is a foreign exchange student by selecting the appropriate response.
- If you are registering your child for kindergarten, which is listed as grade 00, you will also be asked about the preschool program(s) your child attended, if any.
- Click **next** to continue

Student Ethnicity/Race

- Please answer the questions shown, then click on **next**.

Housing

- Please select yes or no to the appropriate response.
- Click **next**.

Special Programs

- Please detail if your student has a current IEP (Individualized Education Plan), previous IEP, or a current 504 plan
- Answer whether your student had an IEP or 504 plan.
- Please also mark if your student has previously received gifted/talented services.
- Click **next**.

Enrollment

- Please select "No, Apply to another school"
- From the drop down list that appears, please select the appropriate building based on your child's grade level.

Transportation

- Please select the appropriate answer for if your student will need transportation to/from school daily.
- If **No** is selected, click next
- If **Yes** is selected, please complete the Google form that is submitted to our Transportation Department.
- Click **next**.

Previous Schools

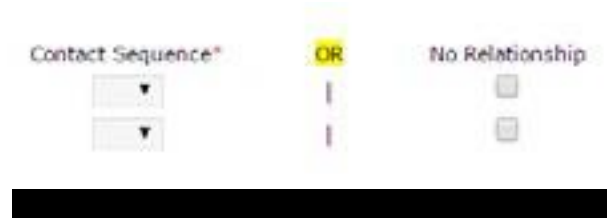
- Please complete the requested information about schools that your child attended in the last two years and whether your child is currently suspended or expelled from another school.
- Click **next**.

Tribal Enrollment

- Please select the appropriate answer regarding your child and their enrollment in an active US Tribe.
- Click **next**.

Relationships – Parent/Guardians

- Please select a relationship option for each parent/guardian. Possible options are:
 - Parent – biological or adopted parent
 - Step parent – usually not a legal guardian unless the parental rights of a biological parent have been terminated or released and that step-parent has legally adopted the student or has been granted guardianship by a court
 - Guardian – a family member who is granted legal guardianship through a court or who has been given temporary power of attorney to care for a student when a parent is unable to
 - Foster parent – person in the foster care system
 - Host parent – the host parent of a foreign exchange student
 - Non-household guardian – a parent or legal guardian whose residence is not the student’s primary residence
- You will be required to select the sequence in which parents/ guardians should be notified
- Marking the **No Relationship** checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox, you are indicating that this person no longer has a relationship to the student. This box should not be checked for anyone who has legal guardianship over the student.
- Click **next** to move on.



Relationships – Emergency Contacts

- Select a relationship for your student and the adult listed. Choosing any option will maintain this person as an emergency contact. The options are emergency contact, before/after school provider, and day care provider.
- You will be required to select the sequence in which contacts should be notified.
- Marking **No Relationship** will remove this person as an emergency contact for this student.
- Click **next**.

Relationships –Other Household

- Please specify the type of relationship between the student and other children in the family. The options are sibling or foster sibling.
- Click **next**.

Health Services- Emergency Information

- Please fill in or update the contact information for your Primary Health Care Provider and preferred hospital.
- Click **next**.

Health Services – Medical or Mental Health Conditions

- In this section, you will be asked to enter information about your student's health. Please enter any medical or mental health conditions you feel the nurse should know about.
- If your student experiences no medical or mental health conditions, please mark the box next to **no medical or mental health conditions** and click **next**.
- If you need to add a new condition, do so by clicking **add condition**.
- Choose the appropriate option from the condition list, then type any relevant comments and instructions for the nurse.
- Click **next**.

Health Services – Medications

- If your child already has medications in the system, please mark **current** or **not-current** for each medication.
- Either mark **no medications** or click **add medication**.
- Include all medications that your student is taking whether at home, at school, or both. Please provide comments and instructions to the nurse in the space provided.
- If parents choose **Yes** to give permission for their child to receive Tylenol or Ibuprofen, parents are responsible for ensuring that the nurse receives a supply of the over-the-counter medication for their child.
- Click **next**.

Release Agreements

- Please fill out yes or no for each request as appropriate.
- Click **next** to continue.

If your child's name is highlighted after you clicked on **Save/Continue**, this means that one or more required questions have not yet been completed. Please click **Edit/Review** on the row in which your child's name appears and answer any required questions that you did not complete already.

Adding additional students

- Click the add new student button in order to add a new student.
- When you are finished with the information for all of your students, click **Save/Continue** to finish.

When you are finished registering all students in your household, click **submit**. Once you have clicked **submit**, you will not be able to edit your registration. You may also download a PDF copy of your registration from this screen for your records. Once you click submit, you will receive an email notifying you that your registration has been received.

If you have questions, please contact the Registrar's Office at 515-597-2811 or ajungst@ballard.k12.ia.us.