



DOE, John
123456789
1/2/2013

The online registration system is available to update the information for the 2013-2014 school year. You **MUST** complete the online forms by **August 1st** in order for your child(ren) in grades K-6th to be placed on a class list.

Follow the instructions below to complete the 4 online forms. You will have the ability to copy 3 of the forms to siblings. The **Student Health Form** must be completed for each individual child...it is imperative you go to the siblings to complete the health information.

CHOOSE THE BUILDING IN WHICH YOUR CHILD WILL ATTEND DURING THE 2013-14 SCHOOL YEAR

- ❖ Go to **cabotschools.org**
- ❖ Locate the yellow box entitled, “Announcements”, click on the **Online Registration** link
- ❖ Next, click on the school’s link (**BUILDING WHERE YOUR CHILD WILL ATTEND DURING THE 2013-14 SCHOOL YEAR**)
- ❖ On the K-12 Online Registration Welcome page, click on **Back-To-School Registration** in the blue bar located at the top of the page
- ❖ Use the **student number** format as listed above as the **Login** and the **birthdate** as you find in the example listed above for the **Access Key (this information was provided in the letter from school)**
- ❖ First click on the **Student Information and Emergency Contacts** form link
- ❖ Fill in information and click **Save & Return to Forms Homepage** at the bottom of the page
- ❖ A pop up box will appear asking if you would like to **copy the information** you entered and then **submit** if there are siblings linked
- ❖ Verify the names of your other children; if one is listed that **does not** belong to you, simply “**uncheck**” the box next to that name and submit...otherwise click on **Copy and Submit**. If there are no siblings linked, click **Copy**
- ❖ Next click on the **Emergency Form** link, fill in information and click box **Parent’s Acknowledgement** and click on **I Agree**
- ❖ Next, **Student Health Information**, fill in information, **Acknowledge** and **Agree**
- ❖ Finally, **Verification of Residence**, fill in information, **Acknowledge** and **Agree**
- ❖ You should then see **green check marks** beside the form names to indicate completion
- ❖ Click on **Click Here to Complete Registration Process**
- ❖ You will be given the option to print, simply click on **Logout** in the upper right hand area
- ❖ **YOU MUST COMPLETE THE STUDENT HEALTH INFORMATION FORM ON SIBLINGS IN THE EVENT YOU COPIED THE OTHER FORM INFORMATION TO THEM. LOGIN TO THEIR SCHOOL AND COMPLETE THE HEALTH FORM.**
- ❖ The information entered in and/or copied to siblings will be subject to an update process on the school level. You will see your updates listed at the bottom of the page in a red box until the updates are applied.