

Cabot Public Schools: Instructions for New Student Online Student Registration

Introduction

This document is a step-by-step guide to the online forms used for new student registration.

These online forms collect parent/guardian and student information. This guide covers new students NOT currently attending CPSD.

- Click the “Spanish” button in the upper right at any time to change the application into the Spanish version.
- Click “Save and Next” after each answer to move to the next section. Click “Back” to go back and review any previous section.
- Questions marked with an asterisk “*” are required in order to move to the next section.

New Accounts and Logging On

- All new users click the “Start” button to begin.
- If you have already pre-registered a new student you can enter your username, password and click the “Login” button to review the record or view the registration checklist.

[Click Here For New Students](#)

Cabot Public Schools
Registration Gateway

Español

CABOT
PUBLIC SCHOOLS

New Student Registration

New to the gateway, please click "Start." Already have a login?

Username
Password

Start Login

Login Help

Registration Gateway
by SRC Solutions, Inc.

Copyright © 2018 SRC Solutions

Terms and Conditions Page

- Please read the entire registration terms and conditions page.
- At the bottom of the page check the “I’m ready to begin” box to indicate you accept the terms and conditions for registering a student.
- Click the “Save and Next” button.

Please check the "I'm ready to begin" box and then click "Save and Next". We look forward to meeting you and your student.

I'm ready to begin

Save and Next

My Account Page

Set up your user account so that you can return and login to the website if you need to revisit your registration information. You will need to provide:

- Username
- Email address
- Password – at least 6 characters long and include a number
- Challenge question for password reminder

Create or Edit My Account

Username*
Enter your unique username

Email address (needed if you forget your password)
Needed if you forget your password

Password*
Must contain 1 number and be 6 characters long

Confirm Password*
Confirm your password

Challenge Question (in case you forget password)*
What is your favorite movie?

Challenge Answer (ANSWER IS CASE SENSITIVE)*
Answer is case sensitive

Be sure to write down or take a picture of your username and password.

Click the “Save and Next” button to continue.

Save and Next

Guardian Information

Household

- Enter guardian information for the student’s primary residence only. If parents share custody, the student’s other parent may go to the school to be added at a later time.

Phone Numbers

- Enter any applicable numbers. At least one number must be entered for the alert number. School and district staff uses this number for reminders and emergency notifications.

Email Address

- Guardians are required to have an email address in order to register students.

Free and Reduced Lunch

- Indicate if you are interested in receiving an application for Free and Reduced Lunch. The link will take you to our Food Services website with more information on the Meal Application process.

Student Information

Student

- Enter information for Kindergarten students or other new students who are not currently enrolled in CPSD.

- For Birthdate type in this format MM/DD/YYYY. An example would be 06/25/2001.
- Clicking “Delete This Student” will delete all the information you have entered for this student.
- The registrar at each school will verify information entered such as school and grade of student.

Physical Address

- Fill in the address of the student’s primary guardian. The street field will type ahead based on streets found within district boundaries. If your street is not on the list, choose “Other” and you will have some additional options to enter your street address.

Additional Guardians

- Enter information about other legal guardians.

Impact Aid Information

- Impact Aid was designed to assist local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property, or that have experienced increased expenditures due to the enrollment of federally connected children

Sibling Information

- Enter basic information on student’s other siblings attending school in CPSD.

Migrant Education

- The Migrant Education Program (MEP) is authorized by Title I Part C of the Elementary and Secondary Education Act of 1965 (ESEA). The MEP provides formula grants to local education agencies to establish or improve education programs for students who may qualify for the program.

The McKinney-Vento Act

- The McKinney-Vento Act is a federal law guaranteeing all children and youth the right to an equal education, regardless of their living situation. Protection under the McKinney-Vento Act extends to those who lack a fixed, regular, and adequate nighttime residence. The McKinney-Vento Act requires this information be collected on students every year.

Previous School

- Enter previous school information for your child. This will assist the staff with proper valuation and placement needs for your student. If you have any paperwork related to special Services your child has received in the past, please bring it to the registrar when you come to complete your registration.

Home Language Survey

- Enter the student's primary language and any additional languages the student speaks.

Transportation

- Will your child be transported to and from school by bus?

Student Race / Ethnicity

- Enter the student's primary race based on the descriptions given. Secondary races may be selected below.

Alert System

- Our alert system sends messages about school closings, delayed openings, early dismissals and other important announcements.

Emergency Contact

- Enter contact information for emergency contacts.

Social Restrictions

- List any individuals restricted in their contact with the student. The guardian will need to bring in supporting court documentation when they meet with the registrar.

Medical

- Please answer these questions to best of your ability. These questions are asked every year. The school nurses use this information to best serve the medical needs of their students.

Immunizations

- Click the appropriate link to view the health requirements for your student. Once you have read the requirements, enter your initials before clicking "Save and Next."

Technology Survey

- Enter information about internet and device access in the home.

Records Release

- The district may need to request records from your student's previous school district.

Student Handbook

- Students will not receive individual copies of the handbook. A link to the student handbook is on the page and the handbook can always be found on our website.

Student Internet Use Agreement Policy

- Read the policy and initial the box. Our website has the full board policy 4.29.

Finishing Up

- Guardians can review the information and then type in their names. This is a legally binding electronic signature.

Add Another Student

- Add another student (not currently enrolled in CPSD) in the same household with the same guardians. Current, returning CPSD students will register on a separate site. This allows you to add multiple students to the same parent group.

Final Checklist

- Information from CPSD on what guardians will need to bring in when they see the registrar. For specific times, see the district website. Parents may click the Download PDF button if they want to save a copy of the information they entered for their student's registration.

Complete

- Parents click Complete to indicate they are finished with online registration. Clicking this button takes them back to the main screen where they can click the "Logout" button.