2019–2020
RE-REGISTRATION STEPS

FOR RETURNING FAMILIES

At this time of year, we ask our enrolled families to log in to the OLS and tell us their plans for the coming year. Please follow these simple steps:

STEP 1

Log in to the OLS (online.K12.com/login) using your Learning Coach username and password.

STEP 2

Click **"Re-Register for Fall"** in the left-hand column.

Re-Register for Fall

STEP 3

On the Re-registration page, the **"Re-registration status"** in the light blue box will default to **"Unknown."** Click **"Unknown."** A pop-up window will appear.

Unknown Status

STEP 4

RE-REGISTERING

- If your student is returning for the coming school year, select **"Re-registering"** from the drop-down list.

- If you have more than one student enrolled and they are ALL returning, check the box next to **"Same for all students."** If you have more than one student and they are NOT all returning, simply repeat these steps for each student.

- **Check the two boxes** to confirm you understand your previous agreements still apply, and that you have the legal authority to make registration decisions for each student. In addition, answer any remaining questions and click **"Save."**

Step 4 continued on next page.

STEP 4 *(continued)*

NOT RE-REGISTERING

- If your student will not be returning for the coming school year, select **"Not Re-registering"** from the drop-down list.

- Answer any remaining questions and click **"Save."**

UNDECIDED

- If you have not yet decided whether your student will be returning, select **"Undecided"** from the drop-down list. When you have made your decision, especially if your child will be returning, please remember to update your re-registration status to ensure your student will be enrolled for the coming school year.

- Answer any remaining questions and click **"Save."**

CHECK YOUR STATUS

NO DOCUMENTS REQUIRED

If your school does not require additional paperwork, the Re-registration column will now show your status as **"Re-registered"** with today's date, the Compliances column will show **"Not Applicable"** and the Completion Status columns will show **"Completed."** You are now done with re-registration.

If you see this status, you are finished re-registering!

DOCUMENTS REQUIRED

If your school requires you to submit documents to complete the re-registration process, the Compliances and Completion Status columns will show **"Not Completed"** and **"Not Approved,"** respectively. Click **"Not Completed"** in the Compliances column for a list of required forms and submission instructions.

If you see this status, click "Not Completed" to find out what additional documents your school needs.

Once you've successfully submitted all documents, the Compliances column on the main screen will read **"Completed."** Once the school has reviewed and approved your submitted documents, the Completion Status column will read **"Approved."** This means you're finished re-registering your student(s).

If you see this status, you're finished re-registering!

If your school requests additional paperwork, the Re-registration column will now show your status as **"Re-registered"** with today's date, and the Compliances column will show **"See List"** and the Completion Status column will show **"Thank you for Re-registering**. **Please click "See List"** to view any additional documents your school may request.

If you see this status, you're finished re-registering!

If you click **"See List"** and see green checkmarks next to the requested documents, this means the school has reviewed and approved your submitted documents. You are now done with re-registration.

When you have made your re-registration selection, please refresh your screen to view any important notes.