

2017-2018 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.

Login To Your Online school

Log in now using your K12 online account (new users who enrolled online, please use your existing account).

All fields required

Username [Forgot Username?](#)

Have a registration ID?
Use your K12 Registration ID to set up your K12 account.

[Set Up Your Account](#)

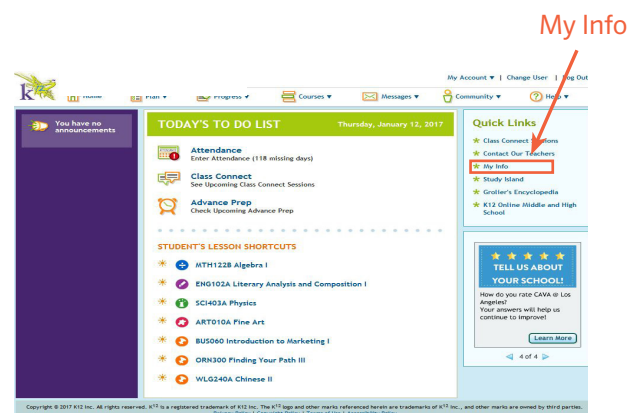
Password [Forgot Password?](#)

I have read and accept the [Terms of Use](#) and [Privacy Policy](#).

[Log In](#)

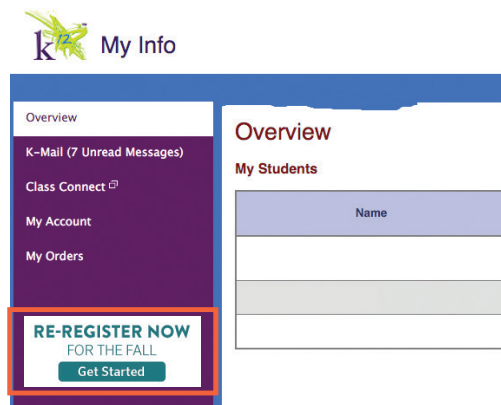
STEP 2

Go to **“My Info”** under the Quick Links section.



STEP 3

On the My Info page, click the **“Re-register Now”** icon. This will take you to the Re-registration page.



Register Now

STEP 4

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.

Enrollment
Re-registration

Welcome to our online Re-registration system!

Please follow the following steps to register your student for the 2017-2018 school year:

- 1. Re-Registration Status** - Please click on **“Unknown”** in Step 1 to indicate whether your student(s) will be returning for the 2017-2018 school year. The status defaults to **“Unknown”** in blue until you make an election - click on the word **“Unknown”** to update your student's status. **Please note:** For many schools, this is the only step that is required. If steps 2 & 3 read **“Not Applicable”** and **“Completed,”** you are done! **Otherwise, continue the steps below.**
- 2. Compliances** - please click on the **“Not Completed”** or **“See List”** button to view the documents you need to submit for your student, and instructions on how to submit them. These documents are important for our school to meet our public school requirements. **Please note: For some schools, submitting these documents is a required step of the re-registration process.** Thank you for your assistance with this information.
- 3. Approval** - For schools that have required compliance documents for re-registration (Step 2 above), your student will be approved once you have changed your student's status to **“Registered”** AND submitted the required compliance documents. **Please note: Schools that do not require documents (Step 2) will read “Not Applicable.” Please disregard this column if you are not required to submit documents.**

We have enjoyed working with you during the 2016-17 school year, and look forward to the opportunity to continue to serve your family. If you are undecided or have chosen not to re-enroll, please contact your teacher or school administration to discuss any questions or concerns you may have. We wish you great success in the months ahead and an enjoyable, relaxing summer!

IMPORTANT NOTE REGARDING NEW STUDENT ENROLLMENT

Please note, if you would like to enroll a new student or add a sibling, please [Click Here](#) to access our new enrollment portal and create a new account.

Re-registration Deadline for 2017 - 2018 School Year

DemoVA: 05/01/2017

Re-registration for School Year 2017 - 2018

Student Name	School	Re-registration End Date	PAI	1. Re-registration Status for the 2017 - 2018 school year	2. Compliances Click to see what documents you need to submit.	3. Completion Status
Demo Student	DemoVA	01 May 2017		Unknown Submitted on 12 Jan 2017	See List	Not Completed

Unknown Status

STEP 5

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 that 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.”**

Not Re-registering

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

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.

Re-registration Status

Please indicate whether **Demo Student Demo Student** will be attending **DemoVA** for the next school year by **01 May 2017**

Re-registration Status: Apply to all students?

I understand that my previous agreements still apply.

I have the legal authority to make the re-registration decisions for this student.

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, and the Compliances and Approval columns will show **“Not Applicable.”** You are now done with re-registration.

No documents required

Student Name	School	Re-registration End Date	PAL	1. Re-registration Status for the 2017 - 2018 School year	2. Compliances (Click to see what documents you need to submit)	3. Completion Status
Demo DatsBT	DemoVA	01 Mar 2017		Re-registered Submitted on 11 Jan 2017	Not Applicable	Completed

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 Approval columns will show **“Not Completed”** and **“Not Approved,”** respectively. Click **“Not Completed”** in the Compliances box for a list of required forms and submission instructions.

Documents Required

Student Name	School	Re-registration End Date	PAL	1. Re-registration Status for the 2017 - 2018 School year	2. Compliances (Click to see what documents you need to submit)	3. Completion Status
High School Demo Student 2010	DemoVA	01 Mar 2017		Re-registered Submitted on 17 Jan 2017	Not Completed	Not Approved

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”** section on the main screen will read **“Completed”** and the **“Approval”** section will read **“Approved.”** This means you’re finished re-registering your student(s).

Student Name	School	Re-registration End Date	PAL	1. Re-registration Status for the 2017 - 2018 School year	2. Compliances (Click to see what documents you need to submit)	3. Completion Status
High School Demo Student 2010	DemoVA	01 Mar 2017		Re-registered Submitted on 17 Jan 2017	Completed	Approved on 17 Jan 2017

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

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