

Registrar Online Registration System


Website: <https://registration.bcsds.org/en-us/home.aspx>

Signing up for Registrar is easy! (and free)

✓ Enter the following information:

<p>Email address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Retype your password <input type="password"/></p>	<p>Registrar Information</p> <p>Enter your email address, verify your password and we'll send you a confirmation email. The confirmation email will contain a verification code and a link for you to log in and get started!</p>
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✓ Verify your existence:


Generate New Image

✓ And then click this register button:

REGISTER!

Once inside Registrar, you are presented with a **Dashboard** of your student registrations, please note the first time you login the Dashboard will be blank. Beneath the Dashboard, you can click the green **Ready** button to start your Students Annual Re-Enrollment process. If you had started a student registration and then exited the system, the student name and last step completed will appear in the dashboard and you can then click the Continue button to pick up the registration where you left off and all data you had entered on previous steps will have been saved.

Please note: The system only allows a student to be registered once, therefore, if you start the registration and come back then you need to use the Continue button on the Dashboard or you will receive a validation error message.

Your Student Re-Enrollments

Student Name	Student ID	Student Grade	Last Activity Date	Last Step Completed	Status	Next Step	Fees	Receipt
EASLEY, JOHN	128874	2	06/19/2015	Registration Fees	Pending Final Approval	COMPLETED	Process Payment...	
ECK, KELSEY	122785	8	06/29/2015	Step 1: Parent Information	In Progress	Continue...		
MERCHANT, AALIYAH	134794	8	07/01/2015	Payment Processed	Pending Final Approval	COMPLETED		Registration Receipt

Student Registration

My student was enrolled with Burlington Community School District last year. Follow the step by step process to Register your child for school if they are in grades K through 12th. Just click below to get started

Ready?
Click here!

Student Validation

Once you click the **Ready** Button, you are taken to the Student Verification page. At the bottom of the page are fields that are required to complete your student verification; **Student ID Number, Date of Birth, Grade, Year Registering For, and School**. Once completed, click the **Ready** Button. The system validates the Student ID and Birth Date against the Student Information System (SIS) and it will take you to **Step 1: Parent Information**, automatically populating all relevant information from the Student Information System (SIS) into the fields for the you to review and update.

Validation Step

Re-Enroll your Student

Student ID:

Date of Birth: MM/DD/YYYY

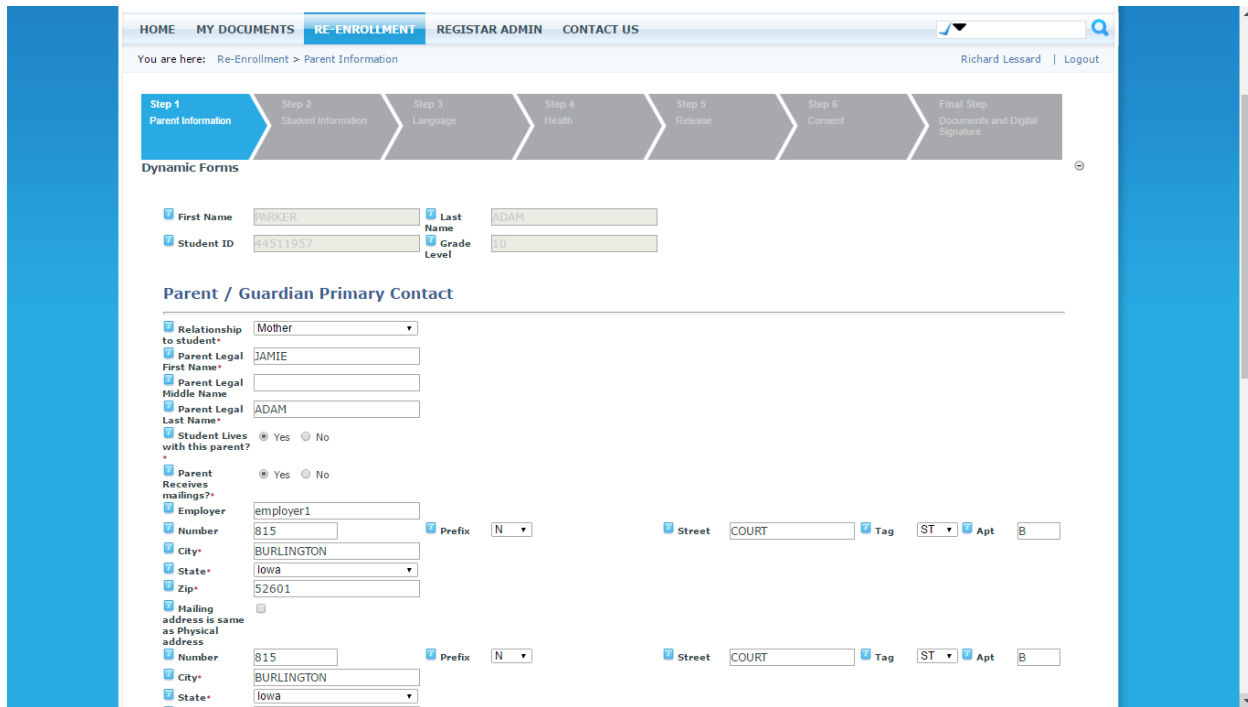
Grade:

Year Registering for:

School:

Ready?
Click here to begin!

Step 1 in the Registration Process: Parent Information



HOME MY DOCUMENTS **RE-ENROLLMENT** REGISTRAR ADMIN CONTACT US

You are here: Re-Enrollment > Parent Information Richard Lessard | Logout

Step 1 Parent Information Step 2 Student Information Step 3 Language Step 4 Health Step 5 Release Step 6 Consent Final Step Documents and Digital Signatures

Dynamic Forms

First Name PARKER Last Name ADAM
 Student ID 44511957 Grade Level 10

Parent / Guardian Primary Contact

Relationship to student* Mother
 Parent Legal First Name* JAMIE
 Parent Legal Middle Name
 Parent Legal Last Name* ADAM
 Student Lives with this parent? Yes No
 Parent Receives mailings? Yes No
 Employer employer1
 Number 815 Prefix N Street COURT Tag ST Apt B
 City* BURLINGTON
 State* Iowa
 Zip* 52601
 Hailing address is same as Physical address
 Number 815 Prefix N Street COURT Tag ST Apt B
 City* BURLINGTON
 State* Iowa

PLEASE NOTE: Required fields on each step have a red asterisk and as they complete your student registrations, if you miss a required field on any step, you will receive error messages directing you to complete the missed required field in order to continue to the next step.

You simply navigate through the information on each step, and click the **Back to step "x"** button to go back a step, or the **Proceed to step "x"** button to move to the next step in the process. You can log out mid-process and return at another time to finish, and your information will be saved. At the final steps, a Parent certification and digital signature is required to complete the re-enrollment, and then clicking the **Submit Enrollment** button will finalize the student re-enrollment. Once submitted, information cannot be changed or edited.

Following the submission, there is a fees step that will guide you through the required and elective fees. Once the you select the appropriate fees, you are then able, if you choose, to pay online, and print your receipt. If you prefer to pay your fees in person, you may print out the fees page and take it to your student's school. If your student's fees are waived, you will see an adjusted amount for all required fees. Optional fees are not covered by the waiver. If you believe your fees should be waived and it is not reflected in the adjusted total, you will need to fill out a Free/Reduced application to determine your eligibility. The form can be printed out from the document section of the registration module.