



Geneseo School District Registration Process Overview

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Registration Process for Past Years

Registration Process in Past Years:

- ❖ Families would go to their child's school which required stops at different buildings.
- ❖ All documents were processed on paper. Each step of the registration process required waiting in a line to pick-up or drop off the documents.
- ❖ The registration dates were spread out over 3 days.
- ❖ Secretaries reviewed each document for corrections/changes/updates which took many hours.
- ❖ The process was greatly improved when returning students were required to register online through Skyward Family Access.
- ❖ New student registration was consolidated to one location providing convenience for families



Current Registration Process

Registration Process This Year

- ❖ Returning students are registered completely online anytime between the beginning of July and the start of school
- ❖ New students can be registered completely online through NSOE - parents have the option to upload required documents
- ❖ Payments can be made online - approximately 90% pay online
- ❖ Parents make changes to student information right through online registration.
- ❖ In-person registration was still held for 5 hours this year. We had 8 new students that were registered that evening. We had 77 registered before hand and 40 registered afterwards. We had approximately 20 returning families register that evening.
- ❖ Pat Taber at the UO is the contact point for new families.

Advantages of New Student Online Enrollment:

- ❖ Convenient for parents - they can register at home anytime
- ❖ Accuracy of student information
 - Parents complete the information online which transfers right into Skyward
 - No more deciphering handwriting
 - Time saving for office staff by eliminating manual entry of data
- ❖ Families with multiple students enter basic information once. The information transfers to all siblings which saves time.
- ❖ Convenient for office staff at schools - fewer interruptions from families needing to register at alternate times
- ❖ Allows parents to upload documents which then attach to the student in Skyward
- ❖ Eliminates printing of registration packets which saves time, money and paper

where the future grows.

Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

Instructions for completing the student application
Answer the questions to progress through the application form. You must select "Complete Step" at the bottom of each step. You should get a green check mark with the date completed on the right hand side confirming that the step has been completed.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only ✔ Date Completed: 08/29/2019

Step 2: Family/Guardian Information Edit View Only ✔ Date Completed: 08/29/2019

Step 3: Medical/Dental Information Edit View Only ✔ Date Completed: 08/29/2019

Application Submitted

The application has been successfully submitted.
Congratulations! You have completed the online portion for New Student Enrollment into Geneseo School District #228.
Next Steps (if not already completed)
1. (KG - 12th Grade) Proof of Residency - Turn in one document from Category 1 to the Unit Office IMMEDIATELY. Your student's registration will not proceed past this point until this document has been turned in! This can be brought directly to the Unit Office at 648 N. Chicago St, Geneseo or emailed to plaber@geneseoschools.org.
2. Turn in a copy of your child's birth certificate and all required medical documentation to the Unit Office (KG - 12th) or Northside Elementary (PK Only).
Thank you and welcome to Geneseo School District #228!

OK

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

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Recommendations for Next Year

Recommended Changes/Improvements for Next Year:

- ❖ Keep Pat as the new family registration contact for the district, but have assistance with document collection/entry over the summer
- ❖ Shorten in-person registration to 2-3 hours (4:00-7:00 pm)
- ❖ Reduce number of staff at in-person registration
- ❖ Allow parents to upload previous report card
- ❖ Assign students to buildings immediately after the application is submitted even if documents have not been submitted (prior to school year starting only)
- ❖ Set deadline for leveling of elementary students
- ❖ Set a contact person for elementary placement
- ❖ Add message at the start of NSOE regarding uploading documents