

## SY 2022 Registration Update:

For assistance please contact: Tashana Walton, Administrative Assistant, Student Services or Danielle Carragher or Esmeralda Ramirez, District Registrars, Central Registration

- Kindergarten Registration update as of 3/10/21:
  - 2021-2022 Kdg students enrolled (have a student ID)= 238
  - 2021-2022 Kdg students in Tyler via parent portal; not enrolled at school yet= 154
  - Currently enrolled ELC/Brokaw students for 2021 Kindergarten= 258
    - **Total (Identified) 2021-2022 Kindergarten students= 650**
    - Typically another 300-400 (+/-) students are enrolled in summer
    - Some families report they will not enroll until the fall attendance plan is shared
    - Kindergarten registration closed on 3/17/21; continued enrollment reopens in May, 2021 (following dedicated current/returning student registration window)
- Returning Student Registration update:
  - Staff training: online returning student registration procedures conducted virtually for administration/appropriate secretarial staff- Friday, 3/19 from 1:30 pm to 2:15 pm
  - Training conducted by Kim O'Hara in Student Information & Valerie Patterson in Student Services. Training will be recorded and made available to staff for review, or for those who cannot be in attendance.
  - Handouts related to the training include:
    - [Online Registration-Monitoring Progress and Approving Submissions-](#)
    - [Online Registration-Returning Student Parent Portal \(What A Parent Sees\)](#)
- New student registration update:
  - New student registration for SY 2022 will mirror successful online registration process designed/implemented for Kindergarten registration in Spring, 2021
  - New student registration and ongoing Kdg registration resumes in May, 2021
- Residency status update:
  - Schools record any new information they receive regarding current families' residency in Tyler SIS (in the residency area)
  - Central Registration ensures all families registered on affidavits are contacted to reprove residency for 2021-2022. *School staff: kindly remind families on affidavits they must reprove residency at Central Registration if you are contacted.*
  - As schools monitor and approve returning families, outdated leases or changes of address is identified require schools make appropriate residency notes in Tyler and/or direct families to either:
    - Bring an updated lease to the school for review and upload to Tyler SIS **or**
    - Reprove residency at Central Registration (1008 Douglas Road- SD 308 sign in yard; building is behind Domino's in Mason Square on Douglas) **or**
    - Enroll in their district of residence. For 2021-2022 we anticipate that remote by choice learning will not be available; all students must reside in-district.