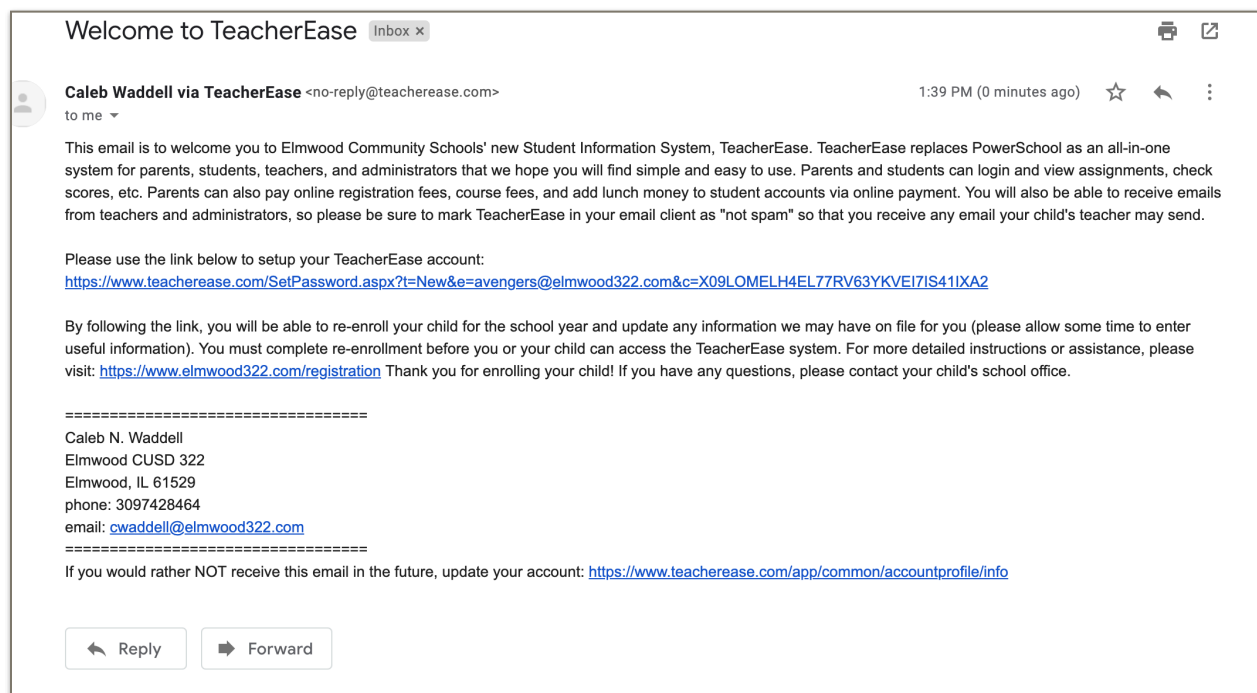




Welcome back to Elmwood Community Schools! We're glad your child is returning for another incredible school year. The following guide will help you in completing the re-enrollment process. If you have any questions, please contact your child's school office.

STEP 1: CHECK YOUR E-MAIL ACCOUNT FOR A WELCOME LETTER

1. Check the e-mail account you have on file with us for a welcome letter. Within this welcome letter, you will find a link.
2. Clicking on this link will open a new tab in your web browser and take you to TeacherEase to start the registration process.



Please note: if you did not receive the welcome letter, please check your spam folder before contacting us. If the e-mail went to spam, please ensure you mark "no-reply@teacherease.com" as "not spam" so that you will receive future communication from the school/TeacherEase system.




STEP 2: COMPLETING THE REGISTRATION PACKET FOR YOUR CHILD (OR CHILDREN)

1. Enter a password for your new TeacherEase account and click on **“Save”** to move to the next step.

2. Select the **“Continue registering existing student(s)”** above the names of your child or children. Click **“Continue”** to move to the next step. Please note: do not use the “Register a new student(s) to the district” button unless you have a child new to the district this year.



3. You will now see each child's registration packet (scroll down the screen to move to each child if you are registering more than one child). Please read all instructions at the top of the screen first. Next, click on **"Complete Form"** for each section to enter information.

Main Academics Communicate Miscellaneous Support Logout

Online Registration

Parent Main > Online Registration

Please complete all the steps below to register your student(s) for the upcoming school year.

Registration Year: 2019-20

Student	Description	Complete
Stark, Tony Elmwood Jr. High School	<p>To complete your child's registration, please do the following:</p> <ol style="list-style-type: none">1. Fill out and Submit each form below.2. Read through the informational items below the forms you fill out.3. Click "Pay Fees" and either: A. Pay applicable fees (by checking the box next to each fee) online using a credit card. B. Leave all fees unchecked, click "Continue." <p>Please note: you must click through the "Pay Fees" portion of registration, even if you do not pay online, in order to submit your child's registration. You or your child will not be able to access the TeacherEase system until this process is completed.</p> <p>Student and Parent Information</p> <p>Medical Information</p> <p>Home Language Information</p> <p>Residency Requirements and Agreement</p> <p>Transportation Policies and Agreement</p> <p>Athletic Requirements</p> <p>General Policy Agreements</p> <p>POLICY DOCUMENTS FOR REVIEW</p> <p>The following link will take you directly to the "Links For Parents and Families" page of the Elmwood Community Schools website. On this page, you will find links for all policies and student handbooks referenced in the previous portion of this registration packet.</p>	<div>Complete Form</div> <div>Complete Form</div> <div>Complete Form</div> <div>Complete Form</div> <div>Complete Form</div> <div>Complete Form</div> <div>Complete Form</div>

Required fields in each form have an **asterisk *** next to them.

Registration Form

Please fill out all tabs in the online registration form. Click 'Next >>' to get to later tabs. Click 'Submit' when complete.

Student: Stark, Tony

Student Information

Family Information

Emergency Contacts

Demographics

Mass Communications Information

Please complete all student information fields.

*Student's birth date.

11/1/2006

*Student's gender.

Male

Please enter your home address.

*Address 1

890 Fifth Avenue

Address 2

Address 3

*City, State Zip

New York City

NY

10004




When you've reached the end of each form, you will see a green **"Submit"** button. You must click this button to submit the form and for the form to be marked completed in the system.

also require a mailing address on the re-enrollment form to be submitted to the legal guardian of the student.

Primary Physical Address (MUST BE the physical street address where the student resides)	*Address 1	890 Fifth Avenue
	Address 2	
	Address 3	
	*City, State Zip	New York City NY 10004
*Primary E-Mail Contact	avengers@elmwood322.com	
Additional E-Mail Contact 1		
Additional E-Mail Contact 2		
*Primary Phone Contact	555-555-5555	
Additional Phone Contact 1		
Additional Phone Contact 2		
Additional Phone Contact 3		
Primary Text Contact		
Additional Text Contact 1		
Additional Text Contact 2		
Additional Text Contact 3		

Submit << Prev Next >> Back

As you complete each form, you will see confirmation you've completed the form with a green check on the main registration packet screen.


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Software for Standards-based Learning

Main Academics Communicate Miscellaneous Support Logout

Online Registration [Parent Main > Online Registration](#)

Please complete all the steps below to register your student(s) for the upcoming school year.

Registration Year: 2019-20

Student	Description	Complete
Stark, Tony Elmwood Jr. High School	To complete your child's registration, please do the following: <ol style="list-style-type: none">1. Fill out and Submit each form below.2. Read through the informational items below the forms you fill out.3. Click "Pay Fees" and either: A. Pay applicable fees (by checking the box next to each fee) online using a credit card. B. Leave all fees unchecked, click "Continue." <p>Please note: you must click through the "Pay Fees" portion of registration, even if you do not pay online, in order to submit your child's registration. You or your child will not be able to access the TeacherEase system until this process is completed.</p> <p>Student and Parent Information</p> <p>Medical Information</p> <p>Home Language Information</p> <p>Residency Requirements and Agreement</p> <p>Transportation Policies and Agreement</p> <p>Athletic Requirements</p> <p>General Policy Agreements</p> <p>POLICY DOCUMENTS FOR REVIEW</p> <p>The following link will take you directly to the "Links For Parents and Families" page of the Elmwood Community Schools website. On this page, you will find links for all policies and student handbooks referenced in the previous section of this re-enrollment/registration.</p> <p>If you have any questions about a particular policy or section in the handbook, please contact your child's school office. https://www.elmwood322.com/parent-links</p> <p>REQUIRED MEDICAL DOCUMENTATION</p>	 Complete Form Complete Form Complete Form Complete Form Complete Form Complete Form Complete Form



Once you've completed all of the forms, please take a few minutes to review our policies, required medical documentation (required to be turned into your child's school office before the first day of school), Free & Reduced Lunch Program information, and important information about required fees.

[Athletic Requirements](#)[Complete Form](#)[General Policy Agreements](#)[Complete Form](#)

POLICY DOCUMENTS FOR REVIEW

The following link will take you directly to the "Links For Parents and Families" page of the Elmwood Community Schools website. On this page, you will find links for all policies and student handbooks referenced in the previous section of this re-enrollment/registration.

If you have any questions about a particular policy or section in the handbook, please contact your child's school office.

<https://www.elmwood322.com/parent-links>

REQUIRED MEDICAL DOCUMENTATION

Please visit the following link to read through a list of all required medical documentation and immunizations. On this webpage, you will find requirements by grade and type of student, as well as links to download/print any documents. These documents are also available for pick up in your child's office.

Please turn in any required physicals, medical exams, proof of immunization, and any other required documentation by the first day of the school year to your child's school office.

Thank you!

<https://www.elmwood322.com/required-documentation>

FREE AND REDUCED LUNCH PROGRAM

Please review the following letter and application if your child qualifies for Free or Reduced lunch. Please print and complete the application and submit to the Jr./Sr. High School Office. Applications are also available in the office to pick up and fill out.

If you have any questions about the Free and Reduced Lunch program, please contact your child's school office.

Thank you!

[Lunch Program Parent Letter FY20.pdf](#)

PERMIT FOR RELEASE OF INFORMATION (NEW/TRANSFER STUDENTS ONLY)

A permit for the release of information from your child's previous school is required for all new and/or transfer students into the district. Please download the attached form, complete, and return (by e-mail, fax, or in person) to the school office. Forms are also available in the school office.

Note: if your child is entering school for the first time and has not previously attended another public/private school, we do not need a Permit For Release of Information Form.

[release_ehs.pdf](#)

IMPORTANT INFO ABOUT FEES

1. You are now able to pay all fees (except the Max Family Athletics fee--this must be paid in person at the school) online with a credit card. Paying online is optional. You may also optionally add lunch money to your child's account during the registration process (and at any time later after registration).
2. You may still come to the school and pay fees in person using cash or check.
3. To complete the registration process and access your TeacherEase account, you must still click "Pay Fees." Once on the Fees screen, simply leave all fees unchecked, click "Continue" and the system will then mark your registration as complete.

Once you have submitted all forms and reviewed all other information, you are ready to complete the registration process.

4. Click on the **"Pay Fees"** button in the bottom right corner at the very bottom of the page.

Please note, even if you do not plan on paying any fees online and pay in person at the school office instead, you still must click on the "Pay Fees" button to complete your child's registration packet.

Please review the following letter and application if your child qualifies for Free or Reduced lunch. Please print and complete the application and submit to the Jr./Sr. High School Office. Applications are also available in the office to pick up and fill out.

If you have any questions about the Free and Reduced Lunch program, please contact your child's school office.

Thank you!

[Lunch Program Parent Letter FY20.pdf](#)

PERMIT FOR RELEASE OF INFORMATION (NEW/TRANSFER STUDENTS ONLY)

A permit for the release of information from your child's previous school is required for all new and/or transfer students into the district. Please download the attached form, complete, and return (by e-mail, fax, or in person) to the school office. Forms are also available in the school office.

Note: if your child is entering Kindergarten for the first time and/or has not previously attended another public/private school, we do not need a Permit For Release of Information Form.

[Release_ees.pdf](#)

IMPORTANT INFO ABOUT FEES

1. You are now able to pay all fees (except the Max Family Athletics fee--this must be paid in person at the school) online with a credit card. Paying online is optional. You may also optionally add lunch money to your child's account during the registration process (and at any time later after registration).
2. You may still come to the school and pay fees in person using cash or check.
3. To complete the registration process and access your TeacherEase account, you must still click "Pay Fees." Once on the Fees screen, simply leave all fees unchecked, click "Continue" and the system will then mark your registration as complete.

If you have questions, please contact your child's school office.

[School Fees 2019-20.pdf](#)

Payments - Please select any optional fees and pay mandatory fees to complete your student's registration.

[pay fees](#)[Create Free-Reduced Lunch Application](#)[Back](#)



- If you would like to pay your fees online with credit card, check each box for the fees that apply to your child. If you are unsure of which fees apply, please review the Fees document in the registration information/packet or by visiting the registration page on the district's website. Once you've selected the fees you want to pay, click on the green **"Continue"** button to check out.

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Pay Registration Fees Main > Online Registration > Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2019-20

Student	Selected	Fee	Amount
Stark, Tony Elmwood Jr. High School Paid Student	<input checked="" type="checkbox"/>	Book and Technology Fees (optional) - \$135.00	\$135.00
	<input type="checkbox"/>	Multiple Sports Fee (optional) - \$50.00	
	<input type="checkbox"/>	Single Sport Fee (optional) - \$40.00	
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
Subtotal:			\$135.00
Parker, Peter Elmwood Elementary School Paid Student	<input checked="" type="checkbox"/>	Book and Technology Fees (optional) - \$120.00	\$120.00
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
Subtotal:			\$120.00
Payment Total:			\$255.00

Continue **Printable** **Back**

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You will see a secure checkout screen to enter your credit card information and finalize purchase of fees. You will then be returned to the main registration packet screen.

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Main Academics Communicate Miscellaneous Support Logout

Pay Registration Fees Viewing: Tony Stark
Elmwood Jr. High School, Grade 7 - 2019-20

Payment to District: \$255.00
Convenience Fee: \$7.93
Total: \$262.93

Amount: \$262.93

Pay with credit card

Happy Hogan United States

Card number Zip

MM / YY CVV

Next

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If you do not wish to pay your fees online at this time with credit card, you can pay any fees that apply to your child in his or her school office with cash or check. Please note, we do not accept credit cards in our school offices at this time.



To complete the registration without paying fees online, leave all boxes unchecked and then click on the green “Continue” button to finish your child’s registration packet. You will be returned to the main registration packet screen instead of seeing a screen to enter credit card information.

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Main Academics Communicate Miscellaneous Support Logout

Pay Registration Fees Main > Online Registration > Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2019-20

Student	Selected	Fee	Amount
Stark, Tony Elmwood Jr. High School Paid Student	<input checked="" type="checkbox"/>	Book and Technology Fees (optional) - \$135.00	
	<input type="checkbox"/>	Multiple Sports Fee (optional) - \$50.00	
	<input type="checkbox"/>	Single Sport Fee (optional) - \$40.00	
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
Subtotal:			\$0.00
Parker, Peter Elmwood Elementary School Paid Student	<input type="checkbox"/>	Book and Technology Fees (optional) - \$120.00	
	<input type="checkbox"/>	Deposit for student lunch account (optional)	\$ 0
Total:			\$0.00
Payment Total:			\$0.00

[Continue](#) [Printable](#) [Back](#)

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6. Once you have finished with the pay fees section above, you will be returned to the main registration packet screen. Please note, even if you did not pay your fees online with credit card, you will see a message that says “Your registration fees have been marked as paid.” This does not mean required fees have been paid in our internal system. You still must come into your child’s school office and pay any required fees by cash or check. If you have any questions about paying fees, please contact your child’s school office.

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Main Academics Communicate Miscellaneous Support Logout

Online Registration Parent Main > Online Registration

Please complete all the steps below to register your student(s) for the upcoming school year.

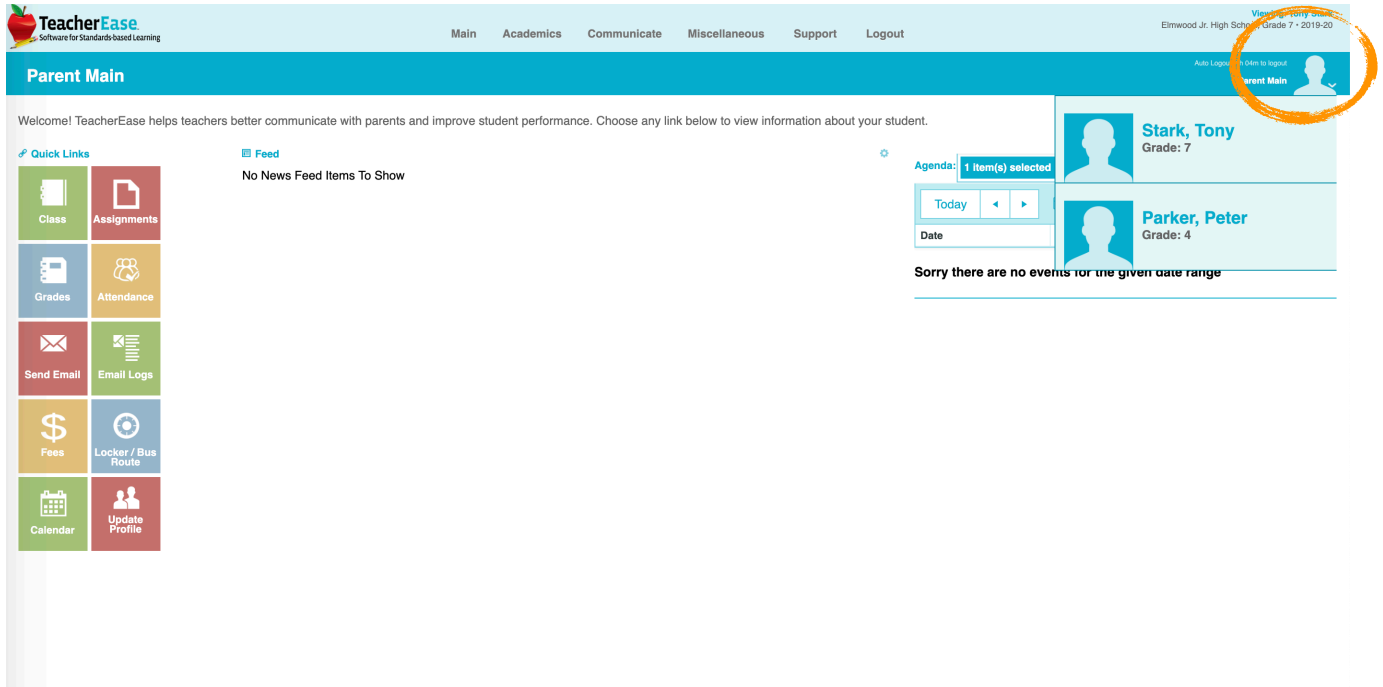
☒ Your registration fees have been marked as paid.

Registration Year: 2019-20

Student	Description	Complete
Stark, Tony Elmwood Jr. High School	To complete your child's registration, please do the following: 1. Fill out and Submit each form below. 2. Read through the informational items below the forms you fill out. 3. Click "Pay Fees" and either: A. Pay applicable fees (by checking the box next to each fee) online using a credit card. B. Leave all fees unchecked, click "Continue." Please note: you must click through the "Pay Fees" portion of registration, even if you do not pay online, in order to submit your child's registration. You or your child will not be able to access the TeacherEase system until this process is completed.	
	Student and Parent Information	✓
	Medical Information	✓

The registration process is now complete. Click on “**Logout**” near the top right of the screen to logout of your account and to finish the registration process.

- You will now be able to login to your TeacherEase account at any time to view your child's classes, grades, attendance, pay fees, add lunch money, etc. To switch between multiple children, click on the person icon in the upper right hand corner and select which child you would like to view.



- If you ever need to change your login credentials, such as your password, click on the red “Update Profile” box near the bottom left of the screen.

