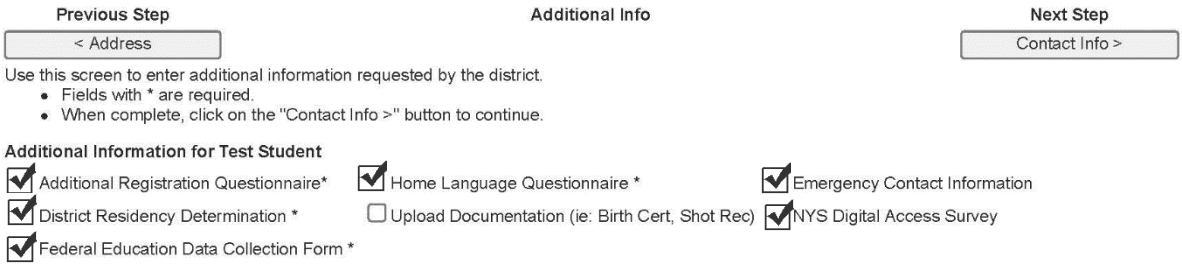
Online Pre-Registration

To begin, please go to www.solvayschools.org

Click on the following:

- **District**
- **Registration**
- Complete the **Online Registration**
- New User - then **Continue**
- Use the drop down menu and choose the number of students you are registering
- Complete the information for each child you are registering – Once you have finished, go to the top of the screen and click on **Contacts**
- Use the drop down menu and choose the number of contacts you are registering
- Complete the necessary information for each contact – Once you have finished, go to the top of the screen and click on **Relationships**
- When done with this screen, go to the top of the screen and click on **Addresses**
- Add the addresses for each of the Contacts you have entered – Once you have finished, go to the top of the screen and click on **Additional Info**
- Below is an image showing the Additional Info page – Be sure you click on all of the forms as they are necessary to complete your child(ren)'s registration



- You can also click on Upload Documentation if you would like to upload your child's birth certificate, shot record and/or proof of residence.
- After completing all of the necessary forms, click on Contacts, then Save

After **fully** completing the Online Pre-Registration, you must contact a registrar in one of our three buildings to finish the process and make an appointment to bring in all required paperwork between the hours of 8:00 a.m. and 3:00 p.m.

Registrars are as follows:

Stormie Bligh – Solvay Elementary School
315-488-5422 – Option 1

Gina DiFlorio – Solvay Middle School
315-487-7061 – Option 2

Stacey Revette – Solvay High School
315-484-1401

Parents must bring the following to their appointment: Child(ren)'s birth certificate, shot records and proof of residence (mortgage statement/tax bill or signed lease and article of mail with your name and address on it (utility or insurance bill)