

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

Previous Step	Additional Info	Next S	Step
< Address		Contact	Info >
Use this screen to enter additional informati Fields with * are required. When complete, click on the "Contact"	on requested by the district. ct Info >" button to continue.		
Additional Information for Test Student			
Additional Registration Questionnaire*	Home Language Questionnaire *	Emergency Contact Information	
District Residency Determination *	Upload Documentation (ie: Birth Cert, Shot Rec)	NYS Digital Access Survey	
Federal Education Data Collection Form	n *	—	

- 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)