

Re-registration}

RE-REGISTER FOR NEXT YEAR

Complete the following steps right on your home page!

1. Verify Your Personal Information

Click the **View/Edit Parent Information** button and verify your personal information. Notify your school office about changes or, if enabled, edit your information as needed. For your convenience and/or in case of an emergency, adding your e-mail address and cell phone number/provider will help allow your school to utilize FMail notifications. After you have made changes, click the **Save Changes** button at the bottom.

✿ Near the bottom of this form your school may have added a field asking you to indicate that you have verified your information. Remember to complete that field if applicable.

View/Edit Parent Information

The screenshot shows the FastDirect Home page. At the top, there is a navigation bar with icons for Home, Finance, Planner, Calendar, FAQ, Links, and Sponsors. Below this is the 'View/Edit Parent Information' button. The main content area shows the 'FDmail' section with an 'Inbox' and a 'Compose' button. Below the email section is a table with columns for Student, Grade, Progress Report, Report Card (1st Quarter), Gradebook (1st Quarter), Gradebook (2nd Quarter), Assignments Calendar, Registration: 2020-2021, Course Schedule, Missing Assignments, and Attendance Report. The table lists two students: Samantha Beck (Grade 4) and Beckett Beck (Grade 5). The 'Registration: 2020-2021' column for both students has a 'Returning in 2020-2021 grade:' dropdown menu with 'Yes' selected and a 'Submit' button. A red box highlights the 'Returning in 2020-2021 grade: 5 Yes Submit' and 'Returning in 2020-2021 grade: 6 Yes Submit' options.

Register a new child

Returning in 2020-2021 grade: 5 Yes Submit
Returning in 2020-2021 grade: 6 Yes Submit

2. Submit Registration

Refer to the Registration box, highlighted in red near the bottom of your Home page. For each student, individually mark **Yes** or **No** from the drop down to determine if he or she will be returning next school year. Click **Submit** for each child.

3. Register a New Child

If this option is enabled, you can click **Register a new child** as shown in the image above. The page will display the form shown to the right. Complete the form and click **Add New Student Data**.



Thank you for re-registering!

The form is titled 'Add new student data here... (Child # 3)' and includes a 'required' asterisk. It contains the following fields: First Name, Middle, Last Name, Gender (M/F), Birthday (Month/Day/Year), Class (Applicants), Parents (615), Grade level (PK), Starting when? (As soon as possible 2019-2020 School Year), SSN or State ID, District, School, Baptism Date (Month/Day/Year), Confirmation Date (Month/Day/Year), Race (Select Race), and Religion. At the bottom is an 'Add New Student Data' button.