

Before you Start

Prepare Your Documents

Have these items saved digitally (can be scanned copy, downloaded pdf, or a photograph – jpg or png – of the document) as you will be required to upload them during the registration process:

- **Immunization/Certificate of Immunization Status (CIS):** Proof of immunization can be obtained from the district/school registrar or from your medical provider. New to Washington State Residents: Must provide proof of immunization on the [Washington State Certificate of Immunizations](#) that is signed by the parent.
- **Photo ID of the Parent/Guardian registering the student.**
- **Proof of Guardianship Document(s):** Proof of Guardianship is required to identify who is legally responsible for the child and who can be contacted in case of an emergency. Examples include: birth certificate, court order, or parenting plan.
- **Proof of Residency (must have the parent's name and be dated within the past 8 weeks.):** New students are assigned to their attendance area school based on verified residence address. Assignment cannot be made without address verification. Examples include: copies of current land-line telephone, utility or cable bills; mortgage information; renters or homeowner's insurance documents. Lease or rental agreements must include the first page & the signature page. If a child has no regular, fixed residence please provide a signed and dated letter with the address identified from the shelter, institution or temporary residence stating that the student resides there.
- **Legal Name and Proof of Age Documents:** A Certified Birth Certificate (or similar documents, such as passport, visa or Department of Health). Proof of age helps determine which services and programs are available to the student.

Verify School Boundary

Click on the below links to verify you are registering at the correct school:

- [K-6 Elementary Schools](#)
- [7-9 Jr High Schools](#)

Create an Account

If you **currently** have a child in the Eastmont School District, login through [Family Access](#) and skip to **Begin the Registration Process** for next steps.

If you **had a child** enrolled in the Eastmont School District, please try logging into [Family Access](#) first before creating a new account. You may need to use the “forgot your username or password?” to retrieve your account information. If you are not successful proceed with instruction as if you are new to our district

If you are new to our district, create a new login through the [New Student Enrollment](#) link

Tips for completing form:

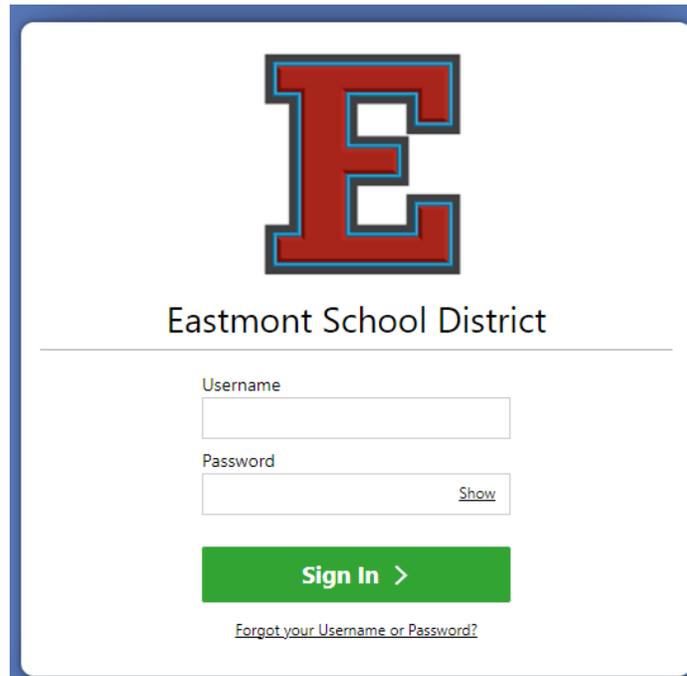
- Complete all fields in the New Student Enrollment form.
- Unit – We use “Unit” for all apartments, units, spaces etc. Please make sure to select the word “Unit” from the dropdown if applicable to your address.
- The telephone number should be entered with numbers only, no dashes
- If you are returning to the district, please check the option “**Previously In District**” before submitting
- Select the checkbox to verify you are not a robot and then click **Submit**.

Check your email inbox for an email from do_not_reply@eastmont206.org. If you don't see the email in the main inbox, check your spam, junk, or promotional folders.

Click on the ***Reset Password*** link in the email.

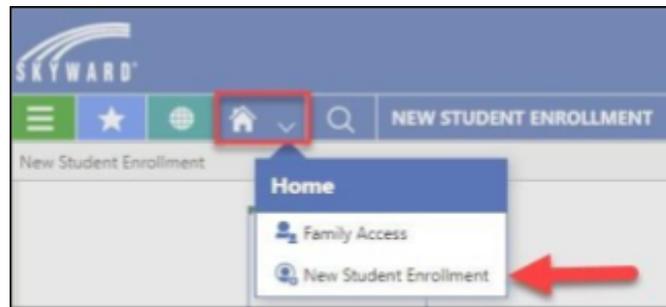
Set your password making sure you include 8-64 characters then click **Submit**.

Once your password is set, you can log into Family Access with your username (in the email confirmation) and your new password.

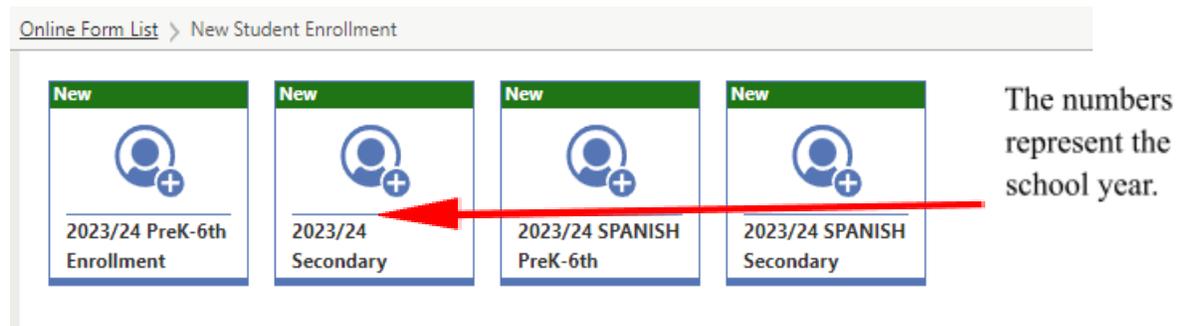


Begin the Registration Process

Select **New Student Enrollment** from the dropdown on the Family Access screen.



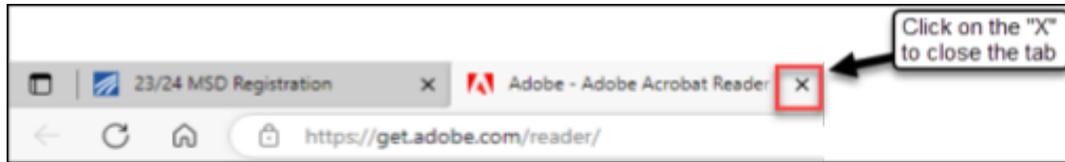
Then click the **New Student Enrollment** tile (make sure to click on the correct year).



If you do not have Adobe Acrobat on your computer, please download the free app to complete the fillable pdf forms included in the registration process. When you click on the link it will open in a separate tab.



When you have completed downloading the app you can go back to the tab for the New Student Enrollment and pick up where you left off.



The online form for New Student Enrollment has an Instructions tab followed by multiple steps.

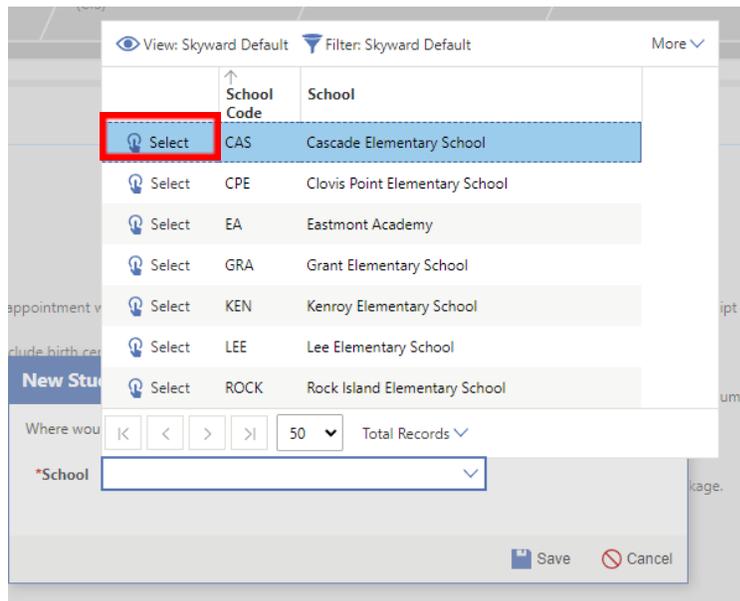


At the bottom of the Instruction tab is the start button. Before clicking on Start, if you have not already done so, verify the school that serves your home address using [E-Link](#).

Click **Start**

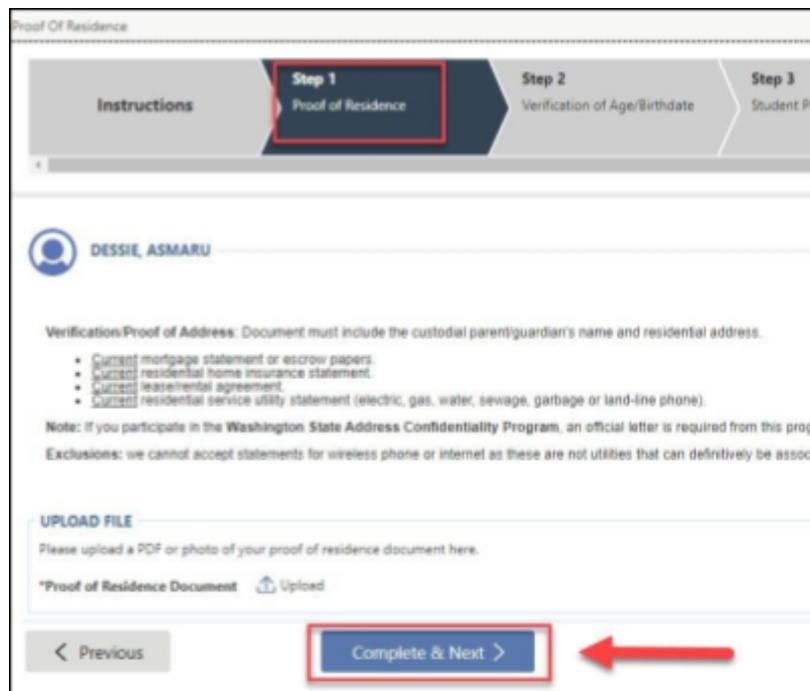


You will not be able to edit the school once it has been selected and saved. Select your Child's school by clicking on the **Select** icon. Then click **Save**.

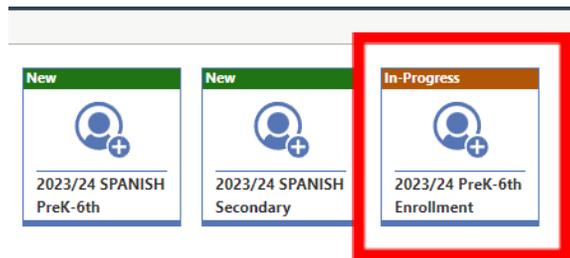


Follow the instructions for each step on the screen, uploading the required documents as you go.

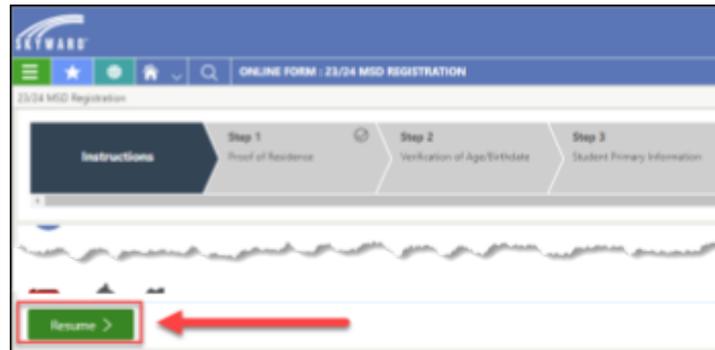
At the end of each step click **Complete & Next** to progress to the next step.



If you need to close and finish later, go ahead, and **Sign Out**. When you return click on the **In Progress** tile.



Then click **Resume** at the bottom of the screen:



The form will resume on the last step not marked as completed.

Helpful tips for completing the steps on the form:

Most of the steps have very detailed instructions on the screen. Here are a few extra tips

- Fields with a red asterisk (*) are required.
- If you are selecting information from a dropdown list with multiple options (such as language) besides scrolling, you can start typing the first couple of letters of the selection and the list will drop to that area
- Some selection you must select a check box to complete the selection

Step 1: Proof of Residence

- document must be uploaded before you can click **Complete & Next**

Step 2: Student Primary Information

- **Preferred First and Last Name** is the name your student prefers to be known by on a day-to-day basis.
- **Student Legal First, Middle and Last Name** is the student's legal name that is represented on the birth certificate, passport or other legal document submitted in previous step documentation.
- **Grade** should reflect the grade level that the student will be on the date the student starts school.
- **What Language Does Your Child Use Most?** - this is the language that your student uses the most in everyday situations. If this is anything other than English, your student will be tested for the English Language (EL) program.

- **What Language Did Your Child First Learn?** - this is the very first language your student learned to speak.
- **What Language Does Your Child Use Most at Home?** - this is the language your student uses the most at home with parents & family.
- **State Ethnicities** - This is required by WA State and answers the question "Is your student Hispanic or Latino". If Yes, check the box next to all origins that apply. If No, check the box "Not Hispanic/Latino".
- **State Races** - This is required by WA State and answers the question "What race(s) do you consider your student?" Please check all that apply.
- **Federal Race** - This will be filled based on the selections supplied in the State Races drop-down.
- **Expected Enrollment Date** - This is the date that your student is expected to start attending school. Please use the first school date on our district calendar if this registration is for a future school year.
- **List of Previous Schools Student Has Attended** - Please list schools your student has previously attended with the most recent listed first. If your student has never attended school before, please write "N/A".
- **Siblings Attending Eastmont School District** - Does this student have any siblings that are attending, or will be attending? Please list names, grade and school.

Step 3: Parent Guardian Information

- **If you are returning to the district**
 - and have an old address in the system, you will not be able to update at this time. Make sure that the proof of address uploaded in Step1 is current, and that will be used to update the address when the school processes the online application
 - the ability to add/remove guardians or second families cannot be update through this process. The application will use the family information/address/phone numbers that are currently in the system. After submitting the online application contact the school and they can instruct you on the best way to update that information
 - update the relationship to student for each guardian
 - correctly mark the **Custodial Guardian** for student and **Allow Student Pickup** for each guardian as appropriate
- **New to the district -**
 - able to enter additional guardians to Family 1 and/or create Family 2 as well
 - Address tip: Unit – We use “Unit” for all apartments, units, spaces etc. Please make sure to select the word “Unit” from the dropdown (if applicable to your address)

- update the relationship to student for each guardian
- correctly mark the **Custodial Guardian** for student and **Allow Student Pickup** for each guardian as appropriate

Step 4: Parent/Guardian Photo ID

- document must be uploaded before you can click **Complete & Next**

Step 5: Emergency Contacts Information

In case of an emergency, we will attempt to contact the parents/guardian first. Please list at least two (2) additional local persons other than parent/guardians usually available during the school day.

- After entering the first non parent/guardian Emergency Contact click on **Add Additional Emergency Contact** to enter additional contacts.
- Please select a “**relationship to student**” for the contact (i.e., Aunt, Friend, Grandparent)
- Just above the first contact entered, there is an option to reorder **Emergency Contacts** if needed. Just drag and drop into the desired order. Please list them in the order of calling preference.

Step 6: Certificate of Immunization (CIS)

- document must be uploaded before you can click **Complete & Next**

Step 7: Student Health Information

Step 8: Verification of Age/Birthdate

- document must be uploaded before you can click **Complete & Next**

Step 9: Additional Registration Information

- **Student Transportation**
- **Prior Enrollment History Questions**
- **Previous Educational Services Information**

Step 10: Student Personal Phone/Email Info

- Emails and phone numbers on this step are for the student **not** the parent/guardian.

Step 11: Special Programs Registration Screening

Step 12: Special Education Screening

Step 13: Student Technology Information Sheet

Electronic Signature

- Check “**I Agree**” checkbox, then click **Complete & Review**

Additional Steps for PreK-6th Enrollment & Secondary Enrollment

PreK-6th Enrollment: Preschool Registration Addendum

- If this student is **NOT** registering for **Preschool**, just click **Complete & Next** to move to the next step in the registration process.

Secondary Enrollment: HS Transcript/Withdraw Grades & Athletic Online Registration
7th-12th

Review:

- This step allows you to review all the uploaded documents and entered information
- If a correction is needed, click the edit option and it will return you to that step to revise the information. Once corrected click **Complete & Review** and that will return you to the review process.
- After you review all the information Check the box “**I confirm that all of the above information is correct to the best of my ability,**” then click on **Submit Form**.

Enroll Additional Students, if applicable

If you have additional students to enroll, please return to the Family Access Center and select the **New Student Enrollment** tile (for the correct year) to repeat the process.