

ONLINE STUDENT REGISTRATION (NEW STUDENTS)

Here's brief outline of the steps in the process:

1. Parent/guardian contacts school to enroll students.
2. School personnel enter parent's Name into the Registration invite and either gives the code to the parent or it can be emailed (if an email address is entered).
3. Parent proceeds to <https://lumen.washington.k12.mo.us/lumen/invite> to begin registration.
4. Parent completes registration form.
5. School is notified of submission by system.
6. School personnel Approve of entries (both Demographics and Health).
7. Student enrollment is complete. Student can then be assigned classes, etc...

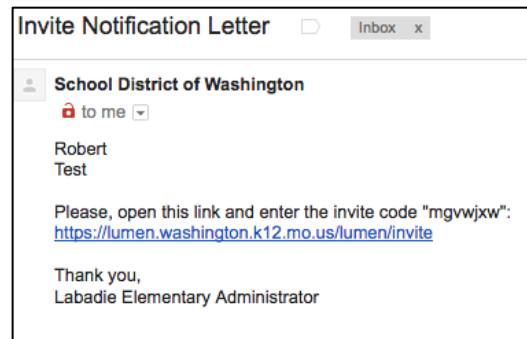
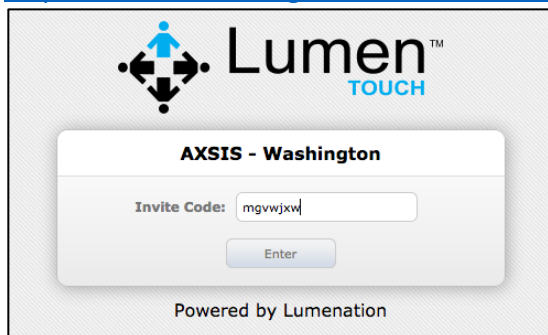
Parent instructions:

Parents, to enroll/register your new students, you'll need to contact your child's school office to receive an Invitation Code. This code will be used to "log in" to our online registration page. You can either receive this by visiting the school, or you can simply call the school and give them your name, stating your intent to enroll students into the School District of Washington. Office personnel can give you this invite code verbally, or if you supply your email address, an invitation can be emailed to you.

The email invitation will look like this: 

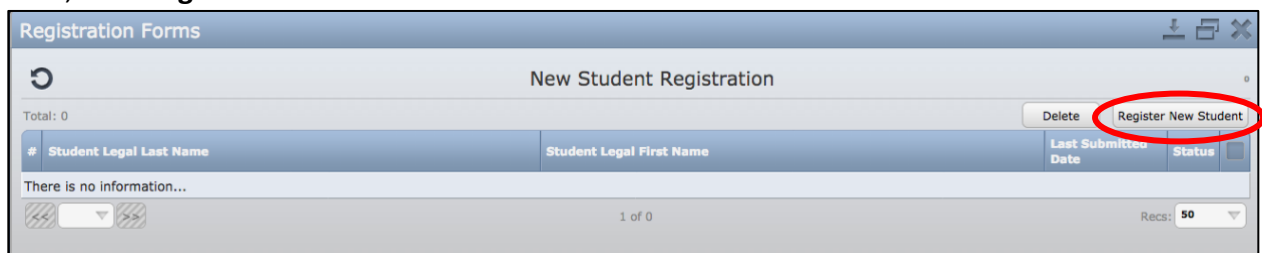
You'll enter the code by visiting:

<https://lumen.washington.k12.mo.us/lumen/invite>



And then you'll have to click "I Agree" to accept the privacy policy terms.

Next, click **Register New Student**.



Enter the student's Legal First and Last names, and click **Continue**. (No nicknames!)

The required registration forms will be delivered to you at this point. You'll need to click on and complete each form listed. Each form that has required fields must be completed in one session. You cannot save a form that has blank required fields (these are fields that are **highlighted red**.) Please note, however, that you may continue to make changes to the form until you actually submit the form.

#	Description	Completed	Last Update	Submitted	Status
1	Initial Registration Form - (Rob)	✘		No	

The online registration form is an electronic version of our paper registration form. You'll need to complete all applicable areas.

When you've finished filling out the form, click **Save**.

This will take you back one screen, as shown below. There is one more step before the enrollment actually posts to our system. Notice below that the registration status is "Not Submitted." You'll need to check the box next to "Not Submitted," and then click the **Submit** button to send the data to our system.

The screenshot shows the 'Register New Student' form. At the top, there are input fields for 'Student Legal First Name' (Roger) and 'Student Legal Last Name' (Test). Below these is a '+ Update Information' section with 'Cancel', 'Save & Finish', and 'Save & Edit' buttons. The main area is titled 'Student Registration Forms' and shows a table with one row. The 'Status' column for this row is 'Not Submitted', which is circled in red. A 'Submit' button is visible in the top right of the table area.

#	Description	Completed	Last Update	Submitted	Status
1	Initial Registration Form - (Rob)	✓	06/21/2017 11:31 am	☐ No	Not Submitted

When you hit **Submit**, you will be prompted that "this will prevent any further changes." You have to click **Yes**, then **Close**.

The screenshot shows a 'Confirm' dialog box overlaid on the 'Student Registration Forms' table. The dialog box contains a question mark icon and the text: 'Warning! After you submit the forms you will not be able to update them. Do you really want to continue?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. The 'Submit' button in the background table is highlighted with a yellow box.

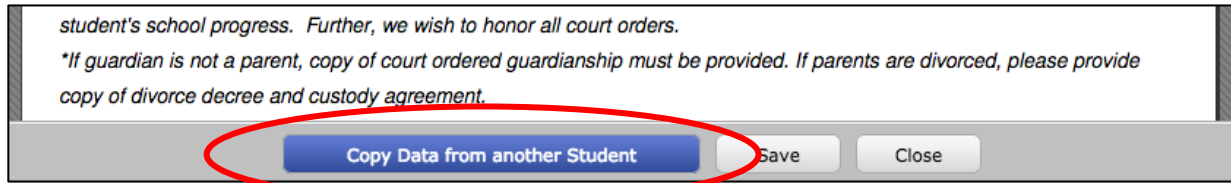
Then the line will change to Green and you can see the Status column now shows Submitted.

The screenshot shows the 'Student Registration Forms' table after submission. A green banner at the top reads: 'The forms have been submitted 06/21/2017 11:40 am'. The table row for '1 Initial Registration Form - (Rob)' is now highlighted in green, and the 'Status' column shows 'Submitted', which is circled in red.

#	Description	Completed	Last Update	Submitted	Status
1	Initial Registration Form - (Rob)	✓	06/21/2017 11:31 am	☑ Yes	Submitted

This student is complete. You can now click **Save & Finish**, and repeat this process for additional students.

If you start another student, you'll find this button at the bottom of the registration form:



student's school progress. Further, we wish to honor all court orders.
**If guardian is not a parent, copy of court ordered guardianship must be provided. If parents are divorced, please provide copy of divorce decree and custody agreement.*

Copy Data from another Student Save Close

This will allow you to copy info from the first student you entered, so you don't have to re-type everything that is common between them.

Click **Copy Data from another Student**, choose the student in the pop-up window, and click **Copy**.

Relevant common data will be copied into the form. Individual data will still need to be entered (grade level, first name, medications, medical conditions, etc...) ***The same code will work for you to enter ALL of your students.*** You do not need to get a different code for each building in which you'll have students. For example, if you contact Labadie to get a code for a 4th grader, but you also have an 8th grader, you don't need to contact the Middle School to get a separate code. The Labadie code will work for your 8th grader as well.

Approval of Data

Data entered by parents must be approved before the record becomes "live" in Lumen. This is to prevent the introduction of fraudulent or bogus students into our system (in case some "jokester" is able to obtain a code, or guess one at random). District personnel will review the student data entered and approve it. Once approved, the student can then be assigned classes, get a lunch account, computer logins, etc...

Thanks for joining us here at the School District of Washington. If you have any questions, you can contact your child's school office, or the District Technology Department at 636.231.2800.