



ONLINE REGISTRATION – ANNUAL UPDATE for existing DMPS students

Online registration is a mandatory annual process that allows parents **to review and update** information. When completing online registration, please use Mozilla Firefox or Google Chrome as your browser. Online registration (OLR) will collect information in this order: STUDENT(S) PRIMARY HOUSEHOLD, PARENT GUARDIAN, EMERGENCY CONTACTS, OTHER HOUSEHOLD MEMBERS, and **STUDENT INFORMATION**.



STUDENT(S) PRIMARY HOUSEHOLD: This section will review primary household information. Additionally, Economic Information is collected annually. DMPS collects this data so that the district has accurate information about the percentage of our students who are considered to be low income. This information may help the school or district qualify for certain state or federal funds. The information is **CONFIDENTIAL** and is not shared with school staff.

PARENT/GUARDIAN: This section will review the **PRIMARY** parent/guardian information for the student(s) that will be entered on the **STUDENT** tab. Review existing information and update information as necessary. You will be required to answer the Impact Aid question annually. There is no need to add parent/guardians that do **NOT** live in the primary household in this section. They can be listed in the emergency contact section.

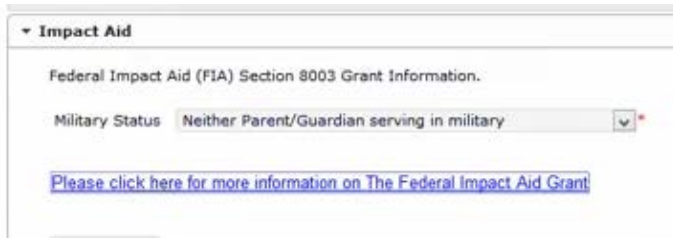
EMERGENCY CONTACTS: This section will require at least **ONE** emergency contact to be entered. This person will be contacted in the event that a parent/guardian cannot be reached. Be prepared to provide a minimum of a name and phone number for each contact(s).

OTHER HOUSEHOLD MEMBERS: This section will review data on any other **DEPENDENTS** that reside in your home, including older and younger **non-school aged** siblings. **DO NOT ENTER** students in this section! Do not include students who live with you part-time. These students will be included in their primary household's OLR application.

STUDENT: This section will review data on each student you need to register for school. OLR allows you to review annual release agreements and update health information for the upcoming school year. This section should be completed for **EACH STUDENT** in your household. If you are **NOT** the primary parent/guardian for a student (i.e. you are the step-parent or you are listed as the **SECONDARY** household for a student), **YOU SHOULD NOT COMPLETE REGISTRATION FOR THAT STUDENT**. Only the **PRIMARY** parent/guardian should complete an OLR application for that student.

FREQUENTLY ENCOUNTERED PROBLEMS:

1. **After I click on a blue link, I lose my registration screen.** The blue hyper link will open ANOTHER window to the additional information. You can click on the X to close the new window, and you should be able to see the independent window with your OLR application.



▼ Impact Aid

Federal Impact Aid (FIA) Section 8003 Grant Information.

Military Status: Neither Parent/Guardian serving in military

[Please click here for more information on The Federal Impact Aid Grant!](#)

2. **I cannot get past the relationships page.** Both the relationship AND contact sequence must be marked on this page.

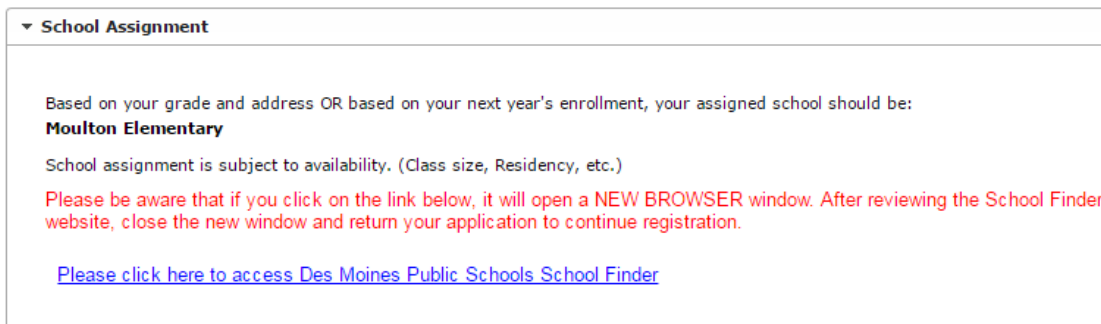


At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR	No Relationship
Mickey Mouse	Parent:Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>
Minne Mouse	Parent:Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2		<input type="checkbox"/>

Description of Contact Preferences

3. **My student's School Assignment pleat shows the wrong school.** You should complete your application. The application can be reassigned to the appropriate school once it has been submitted. Be sure to contact your student's old and new building to communicate the reason for moving to another school.



▼ School Assignment

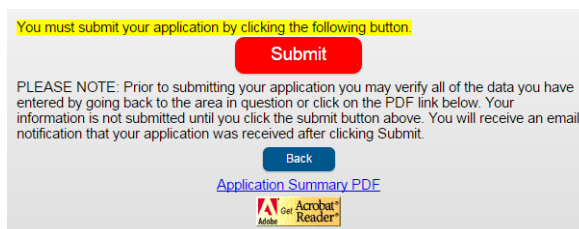
Based on your grade and address OR based on your next year's enrollment, your assigned school should be:
Moulton Elementary

School assignment is subject to availability. (Class size, Residency, etc.)

Please be aware that if you click on the link below, it will open a NEW BROWSER window. After reviewing the School Finder website, close the new window and return your application to continue registration.

[Please click here to access Des Moines Public Schools School Finder](#)

4. **I did not receive a confirmation email after I completed my OLR application.** Did you hit the red SUBMIT button? If not, please be sure to click SUBMIT.



You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that your application was received after clicking Submit.

Back

[Application Summary PDF](#)

Adobe Acrobat Reader

5. **My students are not all listed at the beginning of my application.** When you log into your portal, and click on the Online Registration link, you should see ALL your students in your student list. If you do NOT, please STOP immediately. **Do NOT click the Begin Registration button.** Contact the missing student's building to have the issue corrected before you begin. This also applies if you have a former student listed in this list. Contact the building to have that former student removed prior to starting OLR.

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Turkey Bacon	03	yes	Included	no
Chris Bacon	09	yes	Included	no

Registration Year 18-19 ▼*

If you do **NOT** see all of your current students in the list above or you see a student who is no longer part of your family, please **STOP** and contact the missing student's main school office **BEFORE** clicking Begin Registration.

Please verify you have chosen the correct Registration Year from the drop down box above.

If you choose the wrong year, or continue with an incorrect student list, you will have to complete the registration process again.

Begin Registration

