



IMPORTANT INFORMATION

2018-19 Registration Information

Beginning with the 2018-19 school year, Greater Albany Public Schools will use online services for the following:

- Student Registration
- Free and Reduced Meal application

More information (what you need for registration, important dates and details, how to register, etc.) will be shared with you throughout the rest of this school year. Information will be shared using a variety of methods including information flyers sent home, Peachjar, School Messenger, district and school Facebook pages, district and school websites and school e-mail/newsletter.

Required information you need to be able to register your student will be included with the end of the year report card. Without this information, you will not be able to start online registration.

If you do not receive this information, please contact your school office before staff leave for the summer or after summer break when staff return for next school year.

Student Registration

- **Step One: Register Online**

Your student's information (address, phone, parent/guardian, emergency contact information, etc.) will be available for you to review and make changes. A parent or guardian will be able to update the information online from home, at a computer lab in the district, at the Welcome Center or during School Registration dates.

- **Step Two: Register at the School (During August registration dates)**

During the School Registration, you will do the following:

- Provide proof of address
- Fill out additional forms not available in the online service
- Pay fees, receive locker and schedule information, etc (middle and high school)

Free and Reduced Meal Application

Applying for Free and Reduced Meals will be available through an online service beginning July 1. Complete details about the online application will be sent home with the end of the year report card.

For more information about Online Registration:

- Go to www.albany.k12.or.us > Parents > Information > Online Registration
- Follow us on Facebook page at www.facebook.com/greateralbanypublicschools

For questions about Online Registration:

- Contact your school office during normal school hours OR
- Go to www.albany.k12.or.us > Parents > Information > Online Registration > FAQ's and submit question

Next communication - April 2018

- E-mail address information (using one e-mail address, how to create an e-mail address if you don't have one, etc.)
- Updating parent/guardian and emergency contacts for your student
- Frequently Asked Questions