



IMPORTANT INFORMATION

2018-19 Registration Information

Greater Albany Public Schools will be using Registrar for Student Registration for the 2018-19 school year. In order to create an account to register your student during Online Registration, you must have an e-mail address. If you do not have an e-mail address, you will need to create one prior to Online Registration in August.

There are several free e-mail service providers but the school district recommends using Gmail. Information about how to create an e-mail address with Gmail will be available on the district website (www.albany.k12.or.us > Parents > Information > Online Registration). After you have created your e-mail address, write down the e-mail address and remember the password.

It is recommended that each parent/guardian have their own e-mail address to use in Registrar and list in the parent/guardians contact information. The parent/guardian e-mail addresses will be used to share information with you during the school year through Gradebook, Peachjar, School Messenger, and other applications.

Parent/Guardian and Emergency Contacts

A student can have up to four Parent/Guardians (Father, Mother, Step Father, Step Mother) and up to four Emergency Contacts (Grandparent, Uncle/Aunt, Friend, Neighbor, etc). It is important that you review and update all contacts listed for your student. If a Parent/Guardian or Emergency Contact listed is no longer a contact, delete the contact. If you have a new Parent/Guardian or Emergency Contact, you will be able to add the new contact. The following information will be needed to update or add new contacts:

Parent/Guardian(s)

Legal First and Last Name
 Address (Street, City, State, Zip Code)
 Primary Phone
 Secondary Phone
 Third Phone
 E-mail address
 Mailing Address

Emergency Contact(s)

First and Last Name
 Primary Phone
 Secondary Phone
 Third Phone

Health History

During Online Registration, you will need to fill out the Health History information about your student. This information will be updated each school year. To fill this information out, you will need the following:

- Name and phone number of medical providers (doctor and dentist).
- Information about diagnosed medical conditions (asthma, heart/cardiac, diabetes, seizures, etc).
- Medication information for medication that will need to be taken during the school day.
 Note: Additional form(s) are required if a student is taking medication during the school day. Forms will be available during registration at the school.
- Medical insurance carrier name

In addition to this information, you will also need to give permission for emergency medical treatment in the event of an emergency.

Next communication – June 2018 (Included with your student’s end of the year report card)

- Free and Reduced Meal Application information
- Required information to register your student (PIV number)
- Additional information about Online Registration (registration dates, computer labs, etc)

See back of this page for additional information about Online Registration

Frequently Asked Questions

Does Online Registration have to be complete before coming to the school registration?

It is preferred that you complete the Online Registration for your student(s) prior to coming to the school registration because it will save time during school registration.

Will I have to fill out as much paperwork with Online Registration?

No. The benefit of Online Registration is reducing the amount of paperwork parents fill out to register their student. Most information will be reviewed and updated during Online Registration.

Who will receive the required information?

The legal parent or guardian will receive the required information needed for Online Registration. This information will be mailed with your student's report card at the end of the year.

Who will have access to register my student(s)?

The legal parent/guardian will have the ability to register their student with their PIV number during Online Registration. The legal parent/guardian can give the information to another person in a parental relationship (Stepfather, Stepmother, etc) to complete the Online Registration. By giving the information to another person, the parent is authorizing that person to register their student.

Do I have to have the required PIV number to register my student(s)?

Yes. To be able to register your student, the legal parent/guardian must use their PIV number to create an account with Registrar. The PIV number is a unique number for each legal parent/guardian. When you create your Registrar account each year and enter the PIV number, Registrar connects to our student information system and pulls your student(s) information into Registrar. If this number is not used, you will not see your student(s) in Registrar.

Is the PIV number the same number I use to view assignments and grades?

Yes. Middle and high school parent/guardians currently use their PIV number to access Gradebook to check assignments, grades and attendance. Elementary parent/guardians do not use Gradebook and do not know their PIV number.

What information will I need to enter for my student(s)?

Information from our student information system will be available for you to review and update in Registrar. You will only need to enter health history information, give permission/consents (field trips, internet, public library, etc) and provide a digital signature.

Will I have to review and update each of my student's information?

Yes. When you create an account and log into Registrar during Online Registration each of your student's will be listed. Each student's information will need to be reviewed and updated.

What do I do if I don't have a computer?

Computers will be available at buildings throughout the district prior to and during school registration dates.

Can I use my phone or tablet?

It is not recommended to complete Online Registration using your phone or tablet. Your phone or tablet may have difficulty viewing the registration pages or have service issues connecting to Registrar.

Will my middle/high school student(s) need to forecast for classes?

Yes. Forecasting for classes is a separate process from Online Registration.

Will I need to fill out spring registration paperwork for my elementary student(s)?

Spring registration paperwork will be changing with Online Registration. Instead of a registration form, the legal parent/guardian will fill out an Intent to Register form. This form will be filled out with the name of the student that will be returning for the next school year. This form will assist the school in planning for the number of classes needed for each grade. Online Registration and School Registration finalize a student's registration for the next year.

When will I receive more information?

The next parent communication will be included with your student's 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 during normal school hours OR
- Go to www.albany.k12.or.us > Parents > Information > Online Registration > FAQ's and submit question