

# JCS REGISTRATION



# INSTRUCTIONS

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If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)



You will need scans of the following documents in order to complete this process. If you do not have a scanner or the ability to scan documents, please email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org) and they will set up a time for you to come in person to complete the registration process.

Birth record that documents your student's age (new students only - if you are new to a JCS school, you will need to upload one time) such as birth certificate, baptismal record, passport, etc.

Immunization Record (upload a copy of all immunizations received, including Tdap for 7th grade students. If your child is missing shots, contact [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org))

Proof of Residence (a utility bill showing the Service Address - one per family - if you have students in separate schools, you will need to upload to each school)

Custody paperwork (if applicable)

Suspension and expulsion (if applicable)

1st grade health and dental form (found in Step 3 of REG-Online)

Transcript for high school students



We recommend that you use a computer for this process - cell phones and tablets are not as user friendly with this program. If you do not have access to a computer with Internet Access, please email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org) and they will set up a time for you to come in to complete the process in person.



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# STEP 1 - Your Login



## [VIDEO for Step 1 - Your Login](#)

If you have a student who is not yet in the system, call Admissions to initiate enrollment: **760-705-4JCS (4527) or email [admissions@jcs-inc.org](mailto:admissions@jcs-inc.org)**

Admissions will enter your child(ren) into the system, and you will receive an e-mail message to the e-mail address you provided. Be sure to check your junk/SPAM folder for an e-mail from [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org).

If you are a returning or continuing family, you will receive an email letting you know it is time to review REG-Online.

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### Registration information for \_\_\_\_\_ (your student's name)

Thank you for choosing to enroll \_\_\_\_\_ in Julian Charter School! Enrollment is a multi-step process, each step must be completed before the student can be fully enrolled:  
Please refer to our [Registration Instructions](#) (click to access) to help you through the process.

1. REG-Online - Verify, update and save household, student(s) and each legal guardian (this is a 5-step process within the REG-Online program).
2. Document Verification - Signed and uploaded documents are verified.

Please click on the Family Household Portal link below, to log into our student information system.

[Family Household Portal](#)

After you login, click on the REG-Online link.

**\*\*\*\*IMPORTANT The Student will not be enrolled until ALL required documents are received and verified! \*\*\*\***

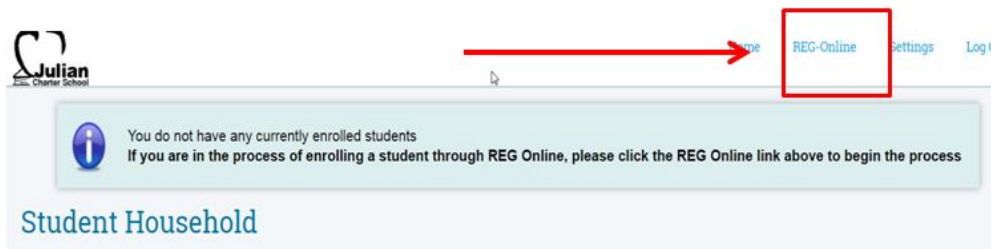


If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

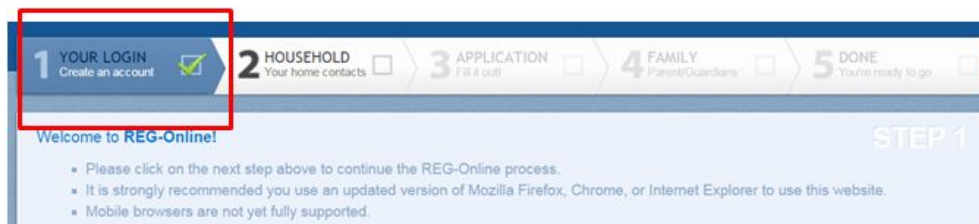
Log on to REG-Online by clicking on the link provided in the email you received from [admissions@jcs-inc.org](mailto:admissions@jcs-inc.org). Use your username (your email address) and your temporary password or for continuing families, the password you currently use to access the Parent Portal.



You will only see active students on the Household dashboard. Click on the light blue REG-Online on the menu bar, to complete REG-Online. You will see continuing and returning students on Step 3, of REG-Online. If you have any questions, please email [registrars@jcs\\_inc.org](mailto:registrars@jcs_inc.org)



You have now completed Step 1 of REG-Online (create an account). You will see a green check mark in the box YOUR LOGIN/Step 1. Move on to Step 2.



If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

# STEP 2 - Household



## [VIDEO for Step 2 - Household](#)

Click on Step 2 HOUSEHOLD on the toolbar at the top of your screen. Fill out all of the information in all of boxes for Household.

Enter and/or review that the household information is correct.

**STEP 2**

Enter your Household information below.

- All fields marked with a \* must be completed to continue.
- This information is the primary contact information for your household. Please verify this information is up to date.
- Your household phone number will be used as the primary number for all school telephone communications.

\* Residence Category: Permanent Housing  
A type of fixed and regular residence that is owned, rented, or sublet.

Contact Info	Physical Address
* Last Name: Student	* Address Street: 6112 Lorca Drive
* Home Phone: 8585391753	* City: San Diego
* Cell Phone: (858) 349-2505	* State: CA
* County: San Diego	* Zip: 92115

Mailing Address

Scan a current utility bill showing the SERVICE ADDRESS of the property you have listed in Step 2. Scan the entire page that shows the SERVICE ADDRESS. Choose the scanned file then click on Upload.

*Gzco rrg"qhc"wkky"dknlj qy kpi "yj g'ugt.xkeg"cff t guu<"*




Note: If the utility bill is not in the name of the parent/guardian listed, please have the person listed on the utility bill fill out and sign the [Shared Residence Affidavit](#). Upload the Shared Residence Affidavit and the POR (Utility Bill) where indicated.


You need to upload just one POR (Utility Bill) per household (not student).




If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

 **Proof of Residence**  
Upload the entire utility bill. The utility bill must be from your current address and list the name of the parent/guardian in REG-Online (dated within 3 months of today) and the SERVICE ADDRESS. If the SERVICE ADDRESS is not in the name of the parent/guardian, please upload both the Shared Residence Affidavit (signed and completed) AND a valid Proof of Residence.

Choose File **POR jordan student.pdf**

**Note:** Uploading files for existing documents will replace them. 


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 **Shared Document Affidavit**  
The account holder name must be a legal guardian who is listed in Reg-Online. If the proof of residence is NOT in the name of a legal guardian included in Reg-Online, please complete the Shared Residence Affidavit. Please upload both the Shared Residence Affidavit (signed and completed) AND a valid Proof of Residence. "To download the file, [click here](#)."

Choose File **No file chosen**

Once you have entered all of the information and the utility bill, click on the orange button SAVE HOUSEHOLD INFO at the bottom of the screen.

You will see the boxes below when you're done. A green checkmark will appear in box next to STEP 2: HOUSEHOLD on the toolbar. Move on to Step 3 of the REG-Online, APPLICATION (Scroll up to the top and click Application on the toolbar).

 Household information saved! Please continue to step 3 above!

 SAVE HOUSEHOLD INFO

## STEP 3 - Student Information



### [VIDEO for Step 3 - Student Information](#)

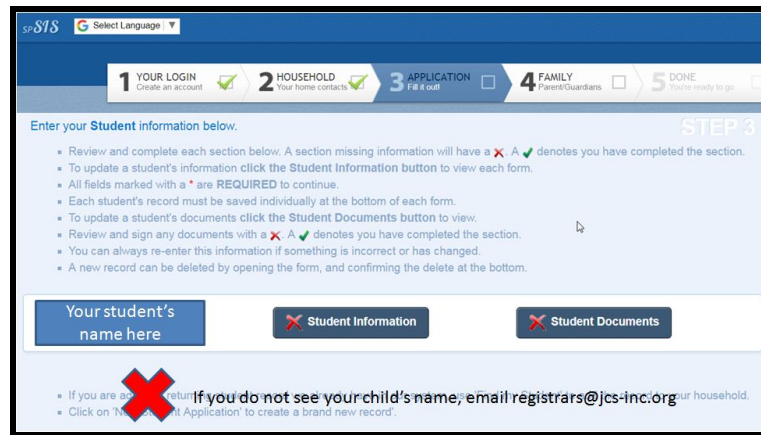
Step 3, Application, has two parts to complete: **Student Information** and **Student Documents**. First, click on **Student Information** and fill out all of the requested information about each of the students you are enrolling in JCS for your household.

**Do not click** on the find my student button or add my student. If you do not see your child's name, please contact [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org), for assistance.

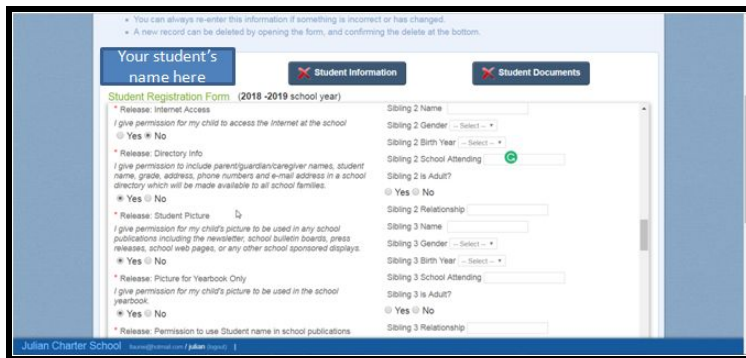


If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)



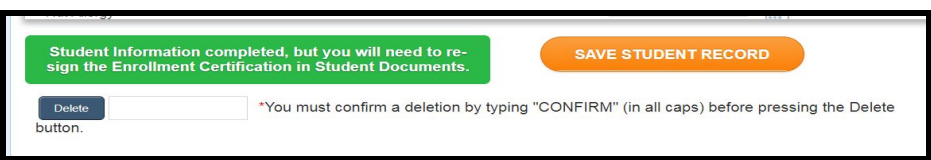


Fill out (new students) or review (returning/continuing students) all of the information in both columns on the screen for Student Information.



Once you have filled out and reviewed that all of the information is accurate, click on **Save Household Information**. If there are any items missing, you will get an error message asking you to scroll back up and fill in any item highlighted in red.

Student Information saved, but the highlighted fields above must be completed to continue.



**Please do not click** on Delete unless you have a sibling of your student who is no longer enrolling in JCS.



If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

# Step 3 - Student Documents

## [VIDEO for Step 3 - Signing Student Documents](#)

Open each document by clicking on the blue box SIGN. Read and review each form and digitally sign in the box where indicated, then type your name in the box and click Submit Agreement. Repeat this for each document listed.

Note: the Household Data Collection form must be signed after July 1. If you are completing registration prior to July 1, you will not see Household Data Collection Form in the Student Documents section. After July 1, we will ask you to complete this form.

Repeat this for each student you are enrolling.

Document Title	Description	Action
Annual Parent Notifications	Please open the link to the Annual Parent Notifications and review them, then sign that you have reviewed them for the upcoming school year.	Sign
Cumulative Records Release	A parent/guardian signature is required to approve release of school records from student's previous school.	Sign
Enrollment Certification	Signature required to confirm all information supplied in the enrollment form is correct to the best of their knowledge.	Sign
Household Data Collection	This data is used to measure economically disadvantaged pupil counts resulting in additional funding for schools serving a large proportion of students eligible for Economic Impact Aid (EIA) funding. Forms must be signed after 7/1 of the current school year and be collected no later than 10/31.	Sign
Testing Acknowledgement	This Testing Acknowledgement Form must be signed.	Sign

# Step 3 - Uploading Student Documents

## [VIDEO for Step 3 - Uploading Student Documents](#)

Read and review the documents that need to be uploaded. Scan the documents to your computer, and save them where you can easily retrieve them to upload.

Be sure to upload any document that pertains to your student. Please upload every page into one file, then click CHOOSE FILE and continue until all documents are chosen.

Once you have chosen all of the files that pertain to your student, click on **UPLOAD** at the bottom of the screen.

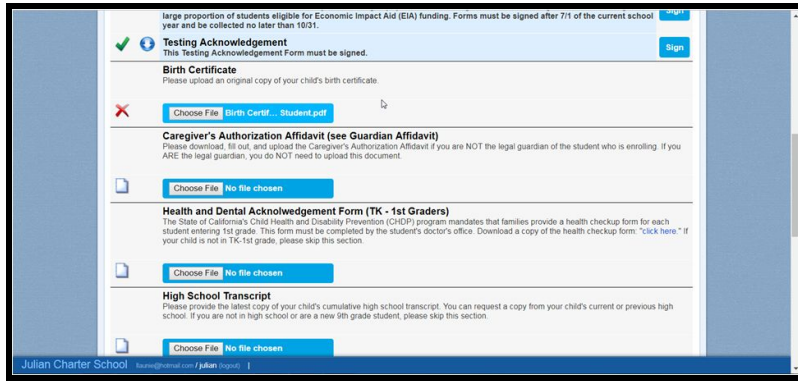
[Conditional Admission Immunizations](#)

[Parent's Guide to Immunizations](#)



If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)





## Step 4 - Parent/Guardian Info

# 4

### [VIDEO for Step 4](#)

Scroll back to the top of the screen and click on Step 4 FAMILY: Parents/Guardians. You will add each parent/guardian to this screen (one at a time) or click on update information if you are a returning or continuing family.

Please ensure there are at least two parents/guardians listed per household. Click orange SAVE NEW GUARDIAN RECORD or SAVE GUARDIAN RECORD for returning or continuing families.

A screenshot of a registration process interface. At the top, a progress bar shows five steps: 1. YOUR LOGIN (Create an account), 2. HOUSEHOLD (Your home contacts), 3. APPLICATION (Fill it out), 4. FAMILY (Parent/Guardians), and 5. DONE (You're ready to go.). Step 4 is currently active. Below the progress bar, a blue box contains the text 'Enter your Parent/Guardian/Caregiver Information below.' and 'STEP 4'. A list of instructions follows: 'All fields marked with a \* must be completed to continue.', 'We may need this information in the event of an emergency.', 'You must provide us with information about at least one family member.', and 'A record can be deleted by opening the form, and confirming the delete at the bottom.' Below this is an 'Add Parent/Guardian' button. An orange button labeled 'SAVE NEW GUARDIAN RECORD' is positioned below the instructions. The main form area shows a 'Parent's name here' field with a green checkmark and the name 'Mother' next to it. An 'Update Information' button is to the right. At the bottom of the form area is another 'Add Parent/Guardian' button. Below the form area is a second orange button labeled 'SAVE GUARDIAN RECORD'.

If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

# Step 5 - Done/Confirmation

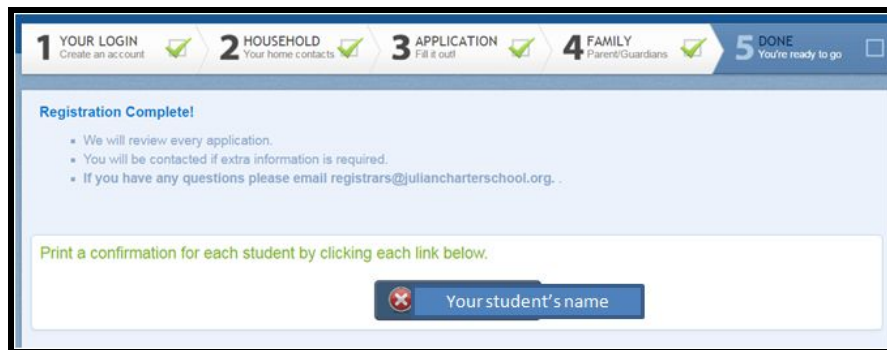
## 5

### [VIDEO for Step 5](#)

Scroll back to the top of your screen and click on STEP 5: You're ready to go (REG-Online is complete).

Click on your student's name in the red circle with the X to print the CONFIRMATION for each student.

Read the confirmation and give a copy to your EF or Academy or let them know you have completed the process.



Sample confirmation from REG-Online.



If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)

## Getting Started with JCS

After you have completed registration, you will hear from an Educational Facilitator or Academy. **Note: If you complete registration during the months of June or July, you can expect to hear from your Academy or EF during the first week of August.**

Once your EF or Academy contacts you, you will set up a meeting to review curriculum options, schedule appointments, sign the master agreement, and discuss your program.

**Home study:** when planning the semester and school year, the parent and EF need to discuss the student's goals and instructional needs, including learning center sessions or online classes and possible vendor course instruction. The EF will teach you how to place requests for educational materials that are appropriate for the student's personalized learning plan within a few days of the initial meeting. Because we are a public school, all items requested must be non-sectarian in nature. In the meantime, please familiarize yourself with the [JCS Home Study Parent Handbook TK-12](#).

If you have questions not related to registration prior to August, please email [admissions@jcs-inc.org](mailto:admissions@jcs-inc.org) and one of our staff members will get back to within 2 business days.

Thank  
You

Thank you for choosing JCS. We look forward to working with you and your child(ren).



If you need assistance, email [registrars@jcs-inc.org](mailto:registrars@jcs-inc.org)