

# Online Registration Instructions

- 1) Go [Northeastern Online Registration](#).
- 2) Click Create a New Account.



- 3) Fill out the information and click next.

**Create New Account**

If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.

Your First Name:

Your Last Name:

Your Email Address:

Confirm Your Email Address:

Your desired Password:

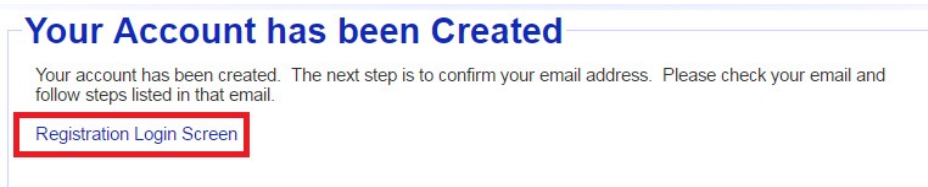
Confirm your Password:

Sample Security Questions:

Security Question:

Security Answer:

- 4) You will get the following message. Click Registration Login Screen. Enter your email and password to log in. (You do not need to confirm your email address.)



- 5) Choose the appropriate enrollment form and click Create.

## Start a New Registration with Northeastern School District

All Students Grades 1-12

CREATE ▶

Incoming Kindergarten Students

CREATE ▶

6) Enter the student information and click Begin Registration.

## All Students Grades 1-12

### Registering a New Student

To start your student's registration, please answer the following questions:

Student's First Name:\*

Student's Last Name:\*

Student's Gender:\*

Student's Date of Birth:\*  (mm/dd/yyyy)

Has this student ever been enrolled in this school/district before?

[Begin Registration](#)

7) You will reach a welcome screen. Click Next when you are ready. There is also a Save button to the left of the screen. You can use this to save your progress. Information is automatically saved when you click Next.

[Home](#)  
[Index](#)  
[Messages](#)  
[Save](#)  
[Print](#)

**Welcome**

Welcome to the Northeastern School District Online Registration process. Please complete and submit the online registration according to the indicated directions. Once the registration has been submitted, you will come to the administration building to sign and complete the process. You may call to schedule your appointment at any point during the registration process.

Please complete each section prior to submission. You can stop and save at any time. Use the table of contents to move to the page that you need to resume the process.

There is a message tab on the left menu bar. Use this to send a message or question to the Northeastern School District Registration Office. If you need to contact us, please call at 717-266-3667.

[NEXT](#)

8) The next page is a table of contents. You will need to complete sections 3-8. You can navigate by clicking on the sections or by using the next button. Enter the information requested. Required items are marked with an asterisk.

Click on the links below to skip to a section or page.

- I. Welcome to Northeastern School District:**
  - 1. Online Registration Introduction
  - 2. Registration Table of Contents
- II. Student Registration:**
  - 3. Basic Student Information Not Yet Complete
  - 4. Registration Information Not Yet Complete
  - 5. Emergency Contact Information
  - 6. Family Information
  - 7. Health Information
  - 8. Special Services Information
- III. Registration Conclusion:**
  - 9. Finalize Registration(s)

NEXT ▶

9) When you reach section 9, you will be asked to submit the registration. Once the registration is submitted, you will not be able to edit the information you have entered. If you need to change or update information after it has been submitted, the district registrar will be able to help you at your appointment. When you are ready, click Submit Registration to Northeastern School District.

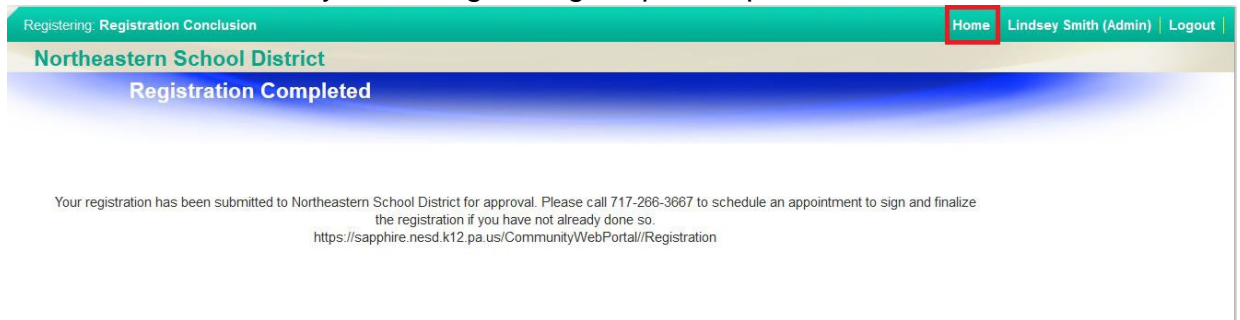
**Complete Registration**  
When you have completed the registration form, click Submit Registration to Northeastern School District.

[Submit Registration to Northeastern School District](#)

10) You will be prompted to confirm that you wish to submit. Click OK.

You are about to submit this registration form to the school district. Do you wish to continue?



11) You will see a confirmation screen saying the registration has been submitted. If you have an additional student to register, click Home at the top of the screen. If this is the last student you are registering, skip to step 14.



12) If you would like to copy the original information, click the copy button beside View. You will be prompted to confirm that you would like to copy. Click OK. Parent/guardian and family information will be copied to the new form. Student information (such as name and birth date) will remain blank. You may start the registration form over by clicking Create for either registration form.

#### Registration(s) Pending Approval with Northeastern School District:

All Students Grades 1-12  
STUDENT Susie Que  
STARTED 05/30/2017  
SUBMITTED 06/01/2017

View  

#### Start a New Registration with Northeastern School District

All Students Grades 1-12 Incoming Kindergarten Students

CREATE  CREATE 

13) Repeat steps 6-12 until you have completed forms for all students you are registering.

14) After submitting the registration(s), you will need to call the administration building for a registration appointment. If you have not already scheduled one, please call 717-266-3667 ext. 10221. You will need to bring the following to the appointment:

- Proof of residency- Rental agreement, lease, mortgage statement, or deed
- Immunization records
- Photo ID of parent/guardian- Driver's license or state ID
- Birth certificate, baptismal certificate, or passport
- Previous school records (IEP, report card, transcripts, etc.)- These are helpful but are NOT required.

15) You will sign and finalize the registration at the appointment.