### **Back to School Online Registration**

Go to <u>https://portal.graniteschools.org</u>. Type in the username and password for your **PARENT PORTAL ACCOUNT** and click '**Log in**'. (**Student** and **Employee** accounts do not have access to online registration)

 Image: Image:

Once logged in click on the icon 'Granite Registration' on the default tile area.



A new tab will open. If your school is participating in Online Registration, you will see **ALL** students attached through your parent portal for the upcoming school year. Below is a preview of what your screen should look like.

- A. A list of District and School documents will show below each student name and ID. If the document requires a signature, you will see an 'Accept and Sign' button to the right.
- B. There will also be an area for District or School optional and information documents.
- C. This is the area to upload documents. Please upload any document that applies to you, in the appropriate area.
- D. If you speak a different language, we have added Google translate to the site so it will translate the page. For our Spanish speakers, you can click 'Mirada en Español' to view the forms in Spanish, as well as the page.

Granite School District Registration	Forms Schedule Logout as
Granite SCHOOL DISTRICT	ation Forms
Directions: Click on the title of each form to review the information. Please complete each of the require need to return and complete the process at another time. Optional forms for McKinney Vento are also ORDER TO COMPLETE REGISTRATION PROCESS. If you don't accept please contact your school	ed forms for each student listed below. Your progress will be saved should you available below. YOU MUST ACCEPT AND SIGN ALL REQUIRED FORMS IN
Student Name (Student ID)	Contact Card
A District Forms: Granite School District (Required)	
Head Injury Policy Guidelines	Accepted: 7/8/2022
Hearing and Vision Screening	Accept and Sign
School Safety and Bullying Guide	Accept and Sign
Technology Terms & Conditions for Parents/Guardians	Accept and Sign
Utah Statewide Immunization Information System (USIIS)	Accept and Sign
District Forms: Granite School District (Optional)	
McKinney-Vento Homeless Assistance Act Questionnaire - 2022-2023	
District Forms: Granite School District (Informational)	
Information for Elementary & Secondary Students & Parents	
PTA Flyer	
Other	
Upload Documents	

You must click the **'Accept and Sign'** button for all required documents. Click on the linked name of each document to preview the document you are signing. If you do not accept the document you are signing, you will need to contact the school.



If your school requested an external website, you will only see the name of the external document highlighted in blue.
You will need to click on the words of the document/hyperlink and complete what they are asking, then come back and click the 'Accept and Sign' button.

School Forms: Elementary (385)646	
Registration Information	Accept and Sign
Registration Information	

Once you have signed a document, an accepted date will display in place of the accept and sign button.

District Forms: Granite School District (Required)	
Head Injury Policy Guidelines	Accepted: 7/8/2022

After signing all **REQUIRED** district and school documents and \*paying the associated fees, you will be able to click on the **SCHEDULE** button in the top-right corner of the screen to see your students' schedule. It may take up to 48 hours for a schedule to appear. If you do not see your students' schedule, it will list on this page what is missing before it will populate the schedule. \* **Secondary Schools Only**: *If you would like to apply for a fee waiver, see the 'Applying for a Fee Waiver' section below.* 



· Pay School Fees

### **Paying Student Fees:**

Fees must be paid for the schedule to become available through the online registration webpage and/or emailed to the parent email on file. Please wait up to 48 hours for the payment to be processed (72 hours if completing the registration process over the weekend).

When you click on 'PAY FEES', it will direct you to your school's web store. You will then log in (see below) and pay your fees.

Login		
Welcome!		
Need login help?	🔁 Click Here	
Sign on: Username:	Forgot Username?	
Password:	Forgot Password?	
Remember me	Sign on	

# First Time Login Instructions

Parents - Log directly into your student's account by entering the following information in the username & password fields on the left:

<u>Username</u> = Student ID# <u>Password</u> = first initial & last name Example: John Smith = jsmith Adam Jones-Santos = ajones-santos

\*all lowercase letters & no spaces between first initial & last name

Don't forget that in addition to your basic fees you can purchase yearbooks, PTA memberships and pay for driver's ed on the WebStore!

If the default password has been changed and you are experiencing issues logging in, please contact the school's Bookkeeper.

# Applying for a Fee Waiver:

To fill out the fee waiver form click on **'Fee Waiver'** in the District Optional area. After you have filled out the application, you must provide appropriate documentation based on what you have selected.

Once you have submitted your application and documentation, your school will review and notify you if your waiver was approved or denied. After the school completes approval, you can then go back to the schedule page and see your student's schedule – This step can take up to 48 hours.

## **Applying for McKinney Vento:**

The McKinney-Vento Homeless Education Assistance Act of 1987 is a federal law that ensures educational stability for students experiencing homelessness. To learn more, contact your school.

When applying for McKinney Vento you will need to fill out the entire form online. Be sure to accept and sign after reviewing and completing the document.

## **Retrieving Documents after Completion**

From the portal home screen click on 'Student Center'



It will direct you to the Student Center home screen. Click on 'Student Documents'



3. Then click **'REGISTRATION DOCUMENTS - DATA'** folder.





4. Once the folder has opened, you will see a list of all completed forms.



When you click on a document title, a preview of your document will display to the right.

You also have the option to click the icon with the arrow pointing down to download your document.

