

Online Registration Help

NOTE: Parents must have a Portal Account to access online registration. Student/Employee Portal Accounts CANNOT be used for online registration.

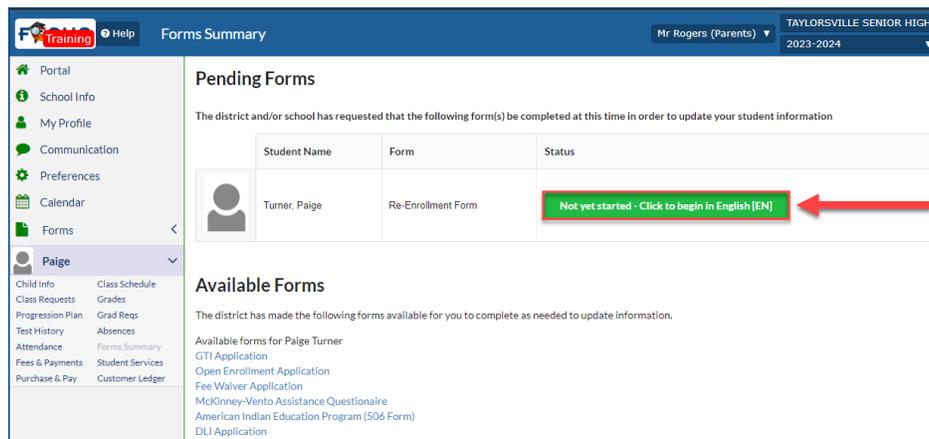


Go to focus.graniteschools.org to access online registration.

1. Type your username and password into the available fields,
2. Click “Log In” to access your account.

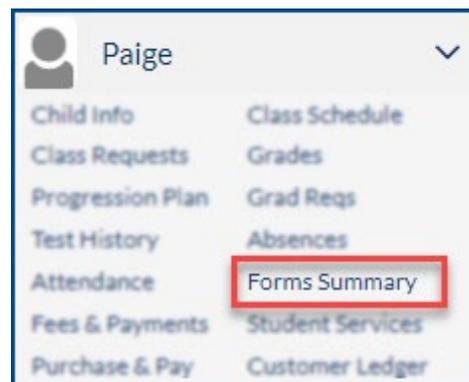
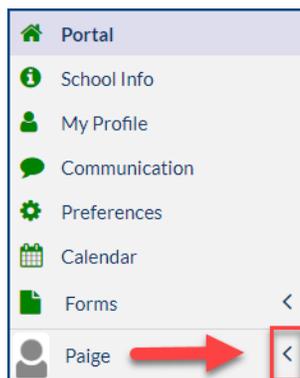
Re-Enrollment:

Step 1: Click on the GREEN button to begin your Re-Enrollment Form (also known as Online Registration).



***If you do not see the Pending Forms immediately, click on the dropdown for the student in the left menu, then click Forms Summary.**

If you have multiple students at different schools, you will need to click on each student’s name and Forms summary to complete the re-enrollment process.



Step 2: Verify student information is correct. If you have any changes for the primary address or phone number, you can access the Address & Phone Update Request form from the Forms Summary page on your portal. If everything is correct, click [Next Page](#).

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Granite School District Re-Enrollment Forms

Welcome to Granite School District

Student Re-Enrollment Form

INSTRUCTIONS: All students that were enrolled in a Granite School District school at the end of the 2022-23 school year, must complete a Student Re-Enrollment Form. Only one (1) form per student should be completed annually, regardless of custody.

All documents submitted will become the property of Granite School District and retained in accordance with Granite School District's Privacy Policy and applicable law.

Student Name: [REDACTED]
Student ID: [REDACTED]

Birthdate: [REDACTED]
Current School: COPPER HILLS ELEMENTARY

Grade: 06

Primary Address:
[REDACTED]

If the primary address above is incorrect, you may request changes using the **Address and Phone Update Request Form** located in the new Focus parent portal (see below). You will need to include verification (utility bill, bank statement, etc) with your request.

Changes to addresses and contact information may be requested at any time during the school year and will require school-level approval.

You can access these and other forms in the parent portal at any time throughout the year.

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Save and Continue Later

Step 3: Verify contact information for your student. If everything is correct, click [Next Page](#).

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Saved Contacts

The first four contacts for [REDACTED] are listed below. If you need to update this information or add additional contacts, please use the **Contact Information Update Request** form in the Focus parent portal.

Name: [REDACTED]

Relationship: MOTHER

Email: [REDACTED]

Contact Priority: 1

Guardian: Y

Emergency: Y

Pickup: Y

Type: Number

Cell: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

Name: [REDACTED]

Relationship: FATHER

Email: [REDACTED]

Contact Priority: 2

Guardian: Y

Emergency: Y

Pickup: Y

Type: Number

Cell: [REDACTED]

Home: [REDACTED]

Work: [REDACTED]

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Save and Continue Later

Step 4: Complete the Race/Ethnicity Questions. You are required to choose fields A and B. If your student has multiple races, use the multiselect field in Field C. If your student has a tribal affiliation, check the box in field D and complete all fields that populate. For additional instructions for the 506 form, click [here](#). Once complete, click [Next Page](#).

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Race/Ethnicity

A Hispanic/Latino* N - No

B Primary Race* White

C Race: Select all that apply

D If your child has a tribal affiliation, click this box.

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Save and Continue Later

Step 5: Complete the General Information page. Home Language fields will default to English. Please make sure to select which language adults in your home most frequently use when speaking to your student. Click [Next Page](#) to continue.

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General Information

(Check each one that applies to your Student)

This student resides in a single parent home

Does this student have any special health care concerns?

Health Concerns

This student has received Special Ed/504 Services

Home Language Survey

Which language do adults in your home most frequently use when speaking with your child? ENG - English

Which language does your child most frequently speak at home? ENG - English

What language do you prefer for school-to-home information? ENG - English

What Languages does your child currently understand or Speak? ENG - English

Does your family come from a refugee background?

If Yes to the above question please upload a copy of your I-94. No Files

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Save and Continue Later

Step 6: Add optional verification. If your student has an updated birth certificate, immunization card, or you have a new ID, you can now upload those documents into your re-enrollment process. If you do not have any new information, you can click [Next Page](#) to continue.



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Optional Verification

Upload any information below that needs to be updated.

1. Address Verification
2. Student's Birth Certificate
3. Parent ID
4. Student's Immunization Record

Instructions:

1. Select Document Type
2. Click on the red **SAVE** button
3. Hover over the columns "NO FILES"
4. Upload, Scan, or take a photo of the document

Upload Documents

Save

Document Type	Document
<input type="text"/>	(Save to Upload)

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Save and Continue Later

Directions for the Optional Verification Document Upload:

A. Select the document type from the dropdown

Instructions:

1. Select Document Type
2. Click on the red **SAVE** button
3. Hover over the columns "NO FILES"
4. Upload, Scan, or take a photo of the document

Upload Documents

Document Type	Document
Birth Certificate	(Save to Upload)

Save

B. Click the red **SAVE** button



C. Hover over the column that says "NO FILES" and select your upload option

Upload Documents

Document Type	Document
	(Save to Upload)
Birth Certificate	No Files

Save

Scan Upload Take Photo

D. Upload, scan, or take a picture of the document

Upload Documents

Document Type	Document
	(Save to Upload)
Birth Certificate	bc example.png

Save

Step 7: Review all the required District Policies by clicking on the links. To confirm that you have read the policies, check the box to the right of the policy name. You can also view additional informational links below, then click [Next Page](#) to continue.



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District Required Policy Acknowledgement

Checking the box next to the document is my signature that I have read and accept the document's contents.

Head Injury Policy*	<input type="checkbox"/>
School Safety Policy*	<input type="checkbox"/>
District Student Handbook*	<input type="checkbox"/>
Technology Terms and Conditions*	<input type="checkbox"/>

Additional School Permissions

Please select either Yes or No for the following items.

Movie Permission: For classroom rewards or inside recess due to weather conditions, I give my student permission to watch animated G or PG movies.*	<input checked="" type="radio"/> Yes, I give permission. <input type="radio"/> No, I do not give permission.
PTA May Contact*	<input checked="" type="radio"/> Yes, I give permission. <input type="radio"/> No, I do not give permission.

Informational Links

- [Data Collection Notice](#)
- [USIS Acknowledgement](#)
- [Notice of Directory Information](#)
- [Free/Reduced Lunch Application](#)
- [Library Use Agreement](#)

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[Save and Continue Later](#)

Step 8: If you would like to apply for a fee waiver, please check the box on page seven and complete the information that opens below. For more information, click [here](#).



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School Fees

Please see the [School Fee Notice](#). Students may be charged fees for participation in classes, activities and programs. All fees charged will be in accordance with the [District fee schedules](#) approved by the Board of Education. Fees for individual schools are located on each school's website.

A Fee Waiver is a release from the requirement to pay a fee. All information on fee waiver applications will be kept confidential. A school may not share a student's fee waiver status with anyone that does not have a need to know.

- A parent/guardian must apply for fee waiver for their secondary students within 30 days of the first day of school or the enrollment date if transferring mid-year. (For elementary students, fee waiver applications are due within 30 days of the fee being assessed.)
- A student who enters the school any time during the school year also has thirty (30) school days in which to apply for a fee waiver.
- A student whose family has a financial emergency caused by job loss, major illness, or other substantial loss of income has 30 days from the qualifying event in which to apply for a fee waiver. In this case, only those fees assessed after an application has been made will be waived.
- Fees paid prior to the fee waiver application will not be reimbursed.

NOTE: Applying for free lunch is a separate application and can be accessed at [this website](#).

Click this box if you would like to apply for a Fee Waiver?

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Save and Continue Later

Directions for the Fee Waiver Document Upload:

A. Select the school year and document type from the dropdown

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances Note

Save

B. Click the red **SAVE** button

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	(Save to Upload)

Save

C. Hover over the column that says "NO FILES" and select your upload option

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)
2024-2...	Family inco...	No Files

Scan Upload Take Photo

D. Upload, scan, or take a picture of the document

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)
2024...	Family in...	example W2.png

Step 9: If you would like to apply for McKinney-Vento assistance **check the box**. If you do not want to apply, click **submit and finish**. For additional information, click [here](#).

Your district re-enrollment is complete! Check your Forms Summary page to see if you have any school specific forms.

For example, school handbook or policies, GTI Travel Form, etc.

- Available forms for Paige

 - GTI Application
 - Open Enrollment Application
 - Fee Waiver Application
 - McKinney-Vento Assistance Questionnaire
 - American Indian Education Program (506 Form)
 - DLI Application

[If you have school fees, follow this link for additional instructions.](#)

To view your completed forms, click on your student’s drop down on the left hand side, select Forms Summary.

You can view your completed forms at the bottom of the page. This also allows you to see if the school has accepted, denied, or if your changes are still pending.

Completed Forms

1 Records Filter: ON

							# of Changes
Student	Form	Completed Date	Processed Date	Approved	Denied	Pending	
Turner, Paige	Re-Enrollment Form	07/05/2023		0	0	13	View Changes