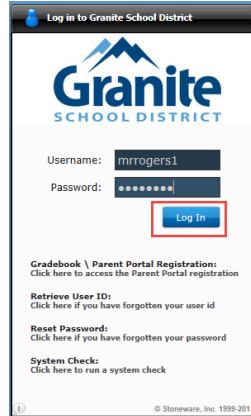


Back to School Online Registration

1. Go to <https://portal.graniteschools.org>. 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)



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



3. 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 documents will show below each student name and ID.
 - B. Some school related forms may also require a signature before the student schedule will become available.
 - C. You can also upload any documents that may apply to you. Please upload the document in the appropriate area.

Granite School District Registration Logout

Online Forms

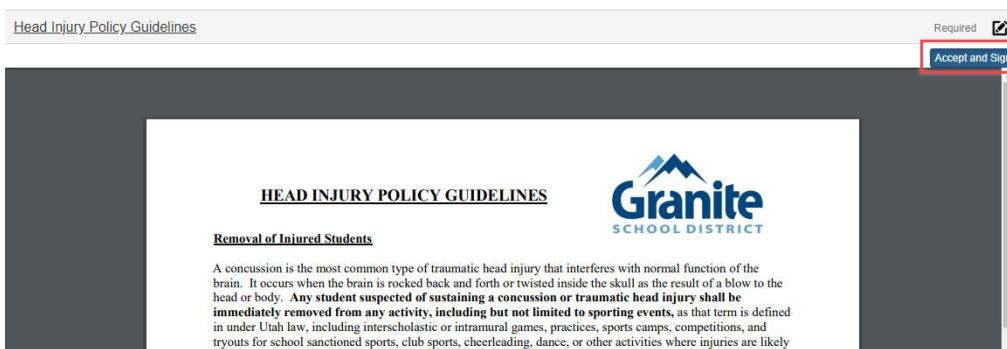
Directions: Click on the title of each form to review the information. Please complete each of the required forms for each student listed below. Your progress will be saved should you need to return and complete the process at another time. Optional forms for McKinney Vento are also available below. YOU MUST ACCEPT AND SIGN ALL REQUIRED FORMS IN ORDER TO COMPLETE REGISTRATION PROCESS. If you don't accept please contact your school

[Mirada en Español](#)

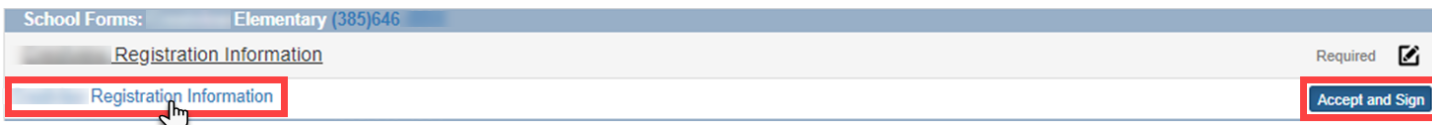
The class schedule for your student will be emailed to you within 48 hours of your online payment of student fees.

Contact Card	
A District Forms: Granite School District	
Head Injury Policy	Required <input checked="" type="checkbox"/>
Hearing & Vision Screening	Required <input checked="" type="checkbox"/>
Information for Elementary & Secondary Students - 2020-2021	Required <input checked="" type="checkbox"/>
PTA Flyer	Required <input checked="" type="checkbox"/>
School Safety	Required <input checked="" type="checkbox"/>
Student Technology Terms & Conditions	Required <input checked="" type="checkbox"/>
Utah Statewide Immunization Information System (USIIS)	Required <input checked="" type="checkbox"/>
McKinney-Vento Homeless Assistance Act Questionnaire - 2020-2021	Optional <input checked="" type="checkbox"/>
Pay School Fees. (Requires either Chrome or Internet Explorer)	Required <input checked="" type="checkbox"/>
Applications for Free/Reduced lunch can be submitted here	Optional <input checked="" type="checkbox"/>
Review Your Contact Card	Optional <input checked="" type="checkbox"/>
B School Forms: Elementary 0856/44	
Join the PTA 2020-2021	Optional <input checked="" type="checkbox"/>
Library Media Policies	Optional <input checked="" type="checkbox"/>
PG Movie Agreement	Optional <input checked="" type="checkbox"/>
Student Handbook and Code of Conduct 2020-2021	Optional <input checked="" type="checkbox"/>
C School Forms: Elementary 0856/44	
Send Documents to School	
Forms	
Fee Waiver	1 Download and Complete the Fee Waiver Form (English) or (Spanish) 2 Choose Files No file chosen 3 Submit the Fee Waiver Form
Proof of Immunizations	1 Upload Immunization Records 2 Choose Files No file chosen 3 Submit Proof of Immunization
Upload Learning Options	1 Download the 2020-21 Learning Options Form (English) or (Spanish) 2 Choose Files No file chosen 3 Submit Learning Options To School
Upload Other Files	1 Upload Other Files 2 Choose Files No file chosen 3 Submit Other Files To School

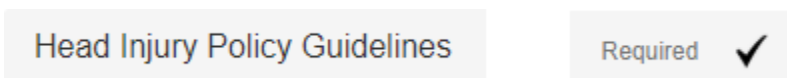
4. You will then click on the documents that say **REQUIRED**, and fill in the optional forms, if applicable. When you click on the form, a preview will become available. If everything is correct, click on the button **'Accept and Sign'**.



- 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.



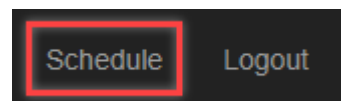
- Once you have signed the document, you will see a check mark on the far right of the row indicating the document has been signed.



After signing all **REQUIRED** district and school documents and *pay 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.

**If you would like to apply for a fee waiver download and fill out the fee waiver form in the 'forms area'. Your school will review and notify you if your application was approved or denied. After the school completes approval you can then go back to the schedule page and see your students schedule.*

Student Class Schedule



Student Name (Student ID)

The following forms need to be completed before the schedule is available:

- Information Packet for Secondary & Elementary Students
- Parents Acknowledgement for Bullying
- Pay School Fees

Student Name (Student ID)

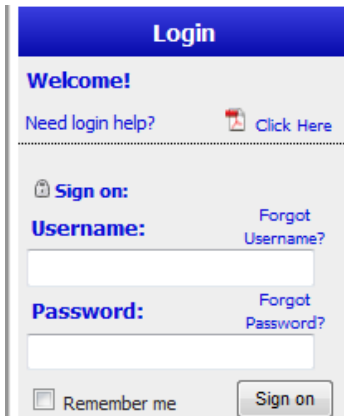
The following forms need to be completed before the schedule is available:

- Information Packet for Secondary & Elementary Students
- Head Injury Policy Guidelines
- Parents Acknowledgement for Bullying
- Pay School Fees

SECONDARY STUDENTS ONLY:

PAYING STUDENT FEES: *Fees must be paid in order 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.



The screenshot shows a login page with a blue header containing the word 'Login'. Below the header, there is a 'Welcome!' message and a link for 'Need login help?' with a 'Click Here' button. The main section is titled 'Sign on:' and contains two input fields: 'Username:' and 'Password:'. Each field has a 'Forgot' link next to it. At the bottom of the form, there is a 'Remember me' checkbox and a 'Sign on' button.

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:

Username = Student ID#
Password = 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!

The password to log into the webstore may be different if you have logged in previously. If it is no longer the default shown above and you cannot remember what you had changed it to or have problems logging in, please contact the school's bookkeeper.

Applying for McKinney Vento:

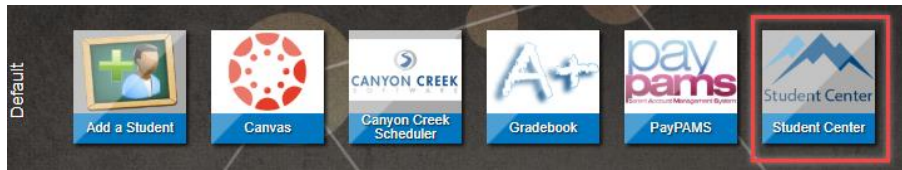
When applying for McKinney Vento you will need to fill out the entire form online. Be sure to accept and sign after reviewing and completing the document.

Applying for a Fee Waiver:

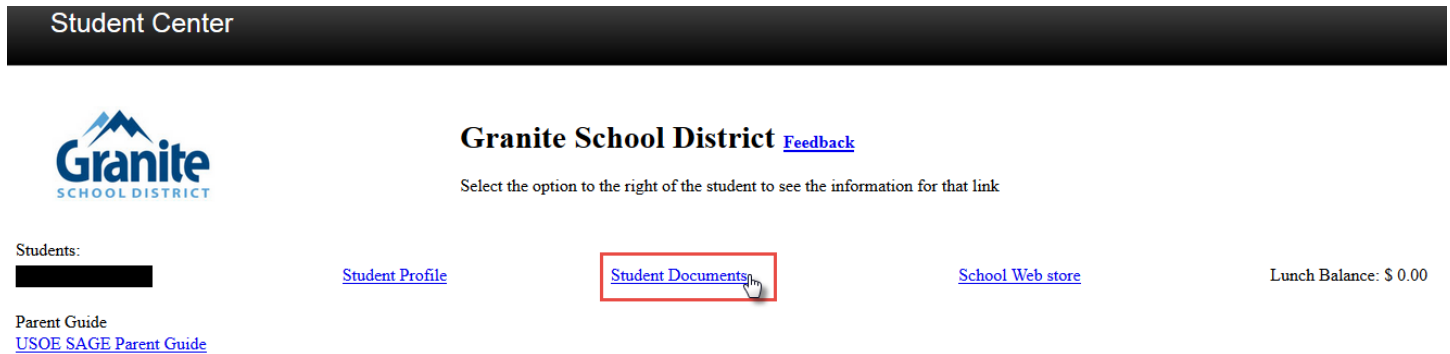
Beginning in 2020, parents are now able to apply for a fee waiver through the online registration process. Supporting documents can also be uploaded. Approval or denial of a fee waiver request will be handled at the school level following registration.

Retrieving Documents after Completion

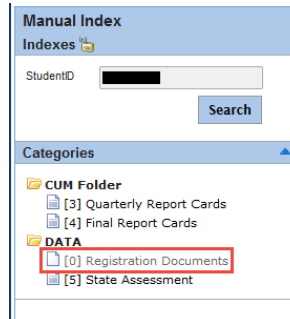
From the portal home screen click on 'Student Center'



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



On the left hand menu click on 'Registration Documents'



This is an example of what you will see when you click on Registration Documents.

DATA / Registration Documents					
Doc#	Pages	Type	Doc. Date	Description	
5	1	PDF	07/07/2015	Fee Waiver (optional)	
4	1	PDF	07/02/2015	McKinney Vento (optional)	
3	1	PDF	07/10/2015	Concussion Policy	
2	1	PDF	07/10/2015	Computer Use Agreement	
1	1	PDF	07/10/2015	Student Registration Packet	

When you click on one of the documents, it will populate in the same window. You can print the document by clicking on the printer icon or download the document from here as well.

