

If you have an older student currently attending Simpson or another GPCS school, please follow these step-by-step instructions to add your new student to the online registration (OLR).

1. In the parent portal screen go to the top right and click the update information button; this is for your current student; example you will be updating John Smith; 2nd Grader at Simpson Elementary information.
2. Then the next page at the top right again click on online registration.
3. You will then use the dropdown to choose the 20-21 school year.
4. Click begin new registration.
5. Next is the introduction you will click continue.
6. Then it will take you to the student summary page where it will list your current student (John Smith), click save and continue.
7. Then it will take you to a page to sign electronically; you must type your name exactly the way you setup your account.
8. Then you will need to confirm your home address; parent information; emergency contacts; finally, it will take you to a screen for students.
9. At the student screen, is where it will list your current student (John Smith; 2nd Grader at Simpson Elementary) and it gives you the option to edit; exclude or delete. You will choose to **exclude** then under your current student's name, there will be a **green plus sign button** for you to **ADD a NEW student to register**. That is where you will ADD your kindergarten student. Then just follow the rest of the steps from there. You will proceed adding all of your kindergartner's information.
10. You will upload your registration documents before hitting the submit button. If you hit the submit button the system will not allow you to make any changes/edits. You will need to email angela.a.perez@gcpsk12.org to reactivate your online registration to add your registration documents in the event you forget.

Please contact me if you have any questions.

Angie Perez

angela.a.perez@gcpsk12.org

SDMC/Registrar/SRC

Simpson Elementary STRONG!