


Mid-Buchanan Online Registration Information

2020-2021

When logging into the parent portal, click view to begin registration.



! Online Registration must be completed for 2020-2021 Regular School Year [View](#)

Announcements	07/17/20	Assignments		
No announcements for current date.		0 Missing in Last 30 Days	0 Due Today	0 Due Tomorrow

After clicking view, you will see this screen.

There will be two sections. A household section and then each individual student. You may scroll up and down and complete on your own time. You will not need to complete all the items at once. By clicking on edit, it will take you to the information to complete.

Edit	Welcome	Incomplete
Edit	Homeless (McKinney-Vento)	Incomplete
Edit	Migrant	Incomplete
Edit	Free and Reduced Lunch	Incomplete

When you click edit, a screen similar to this will appear.

Household of

Online Registration

Academic Year - 2020-2021 Regular School Year

↑
Top right will explain the section you are completing. Household is the entire family and then it will change to student.

Welcome

Welcome to the Mid-Buchanan School District online registration!

Our convenient online registration allows you to register your students from home.

All forms must be completed. Required fields are marked with a red asterisk *. Optional fields only require input if the information has changed. At the bottom of each page there is a button you must check to indicate you have completed that form. You do not have to complete all forms at one time. You may complete some and return to the system later to complete the rest of the forms. If you have students in both buildings you will notice that some of the forms are required for only one building; this is not a mistake as some information is required by one building and not the other.

To expedite the registration process, we recommend that you have all necessary attachments ready to upload including two proof of residency documents and any medical diagnosis information, if required. Please note that additional documentation may be required once documents and data are reviewed.

When all forms have been completed and proof read, press the **SUBMIT** button to send them to us. Once you press the **SUBMIT** button you can no longer make on-line changes to any of the information. If you need to make changes after the forms have been submitted they can be made at the school.

If you have new students enrolling you must register them in person at the school.

If you have questions, call us at 816-238-1646 and select the correct number for your building.

Thank you for using online registration!

Once you have completed the information on the screen, you will need to select this box. This will need to be selected on every page.

Click save to save information. If your form is not completed, it will still save your completed information.

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Clicking this box will turn the incomplete status to complete on the list view.
Every section must say complete in order to submit to district offices.



I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Edit	Welcome	Complete
Edit	Homeless (McKinney-Vento)	Incomplete
Edit	Welcome	Complete

Some screens will have you upload documentation.

Rental, real estate, or lease contract

AND

current (last 30 days) utility bill. (Electric, gas, sewer, or water utility statement, telephone bill (not cell phone)) with parent(s) name(s) and current address. (No final or disconnect notices accepted.)

Rental agreement, real estate (mortgage payment, deed), or lease contract

Drop file to attach, or browse.

BROWSE

Current (last 30 days) utility bill. (Electric, gas, sewer, or water bill)

Drop file to attach, or browse.

BROWSE

Emergency contacts

You will need to look at emergency contact information, to do so, you will need to click on the three dots.

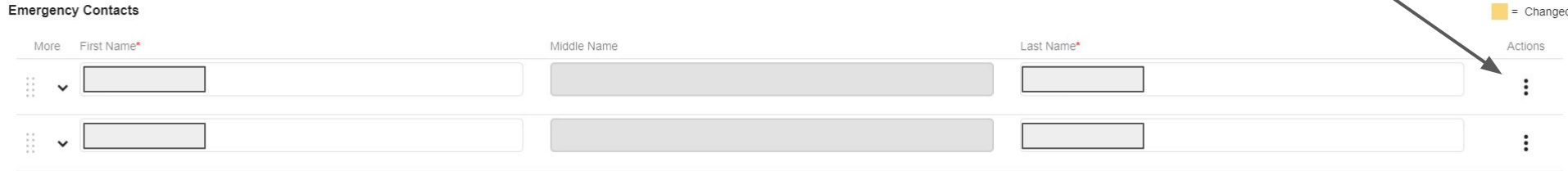
Emergency Contacts

More First Name* Middle Name Last Name* Actions

⋮ ✓ [input] [input] [input] ⋮

⋮ ✓ [input] [input] [input] ⋮

Legend: [yellow square] = Changed

The screenshot shows a table with two rows of emergency contact information. The columns are labeled 'More', 'First Name*', 'Middle Name', 'Last Name*', and 'Actions'. Each row has a dropdown arrow and three dots in the 'More' column, a text input field in the 'First Name' column, a greyed-out text field in the 'Middle Name' column, another text input field in the 'Last Name' column, and three dots in the 'Actions' column. A legend on the right indicates that a yellow square represents a 'Changed' status. Two arrows point to the three dots in the 'Actions' column of the first and second rows.

You can arrange the emergency contacts in order by clicking here.

Once all forms have been marked complete, you will hit the submit button.

District offices will look over provided documentation and make contact through email if registration is not complete.