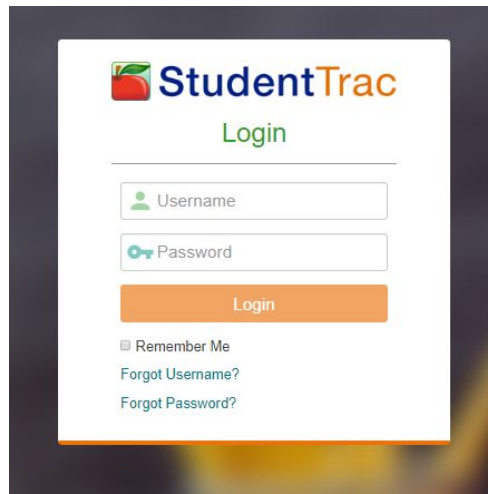


Enrollment for 2020-2021 School Year

The new school year will begin Wednesday, July 1st. To continue enrollment with OFY please complete registration through Student Trac for the 2020-2021 school year.

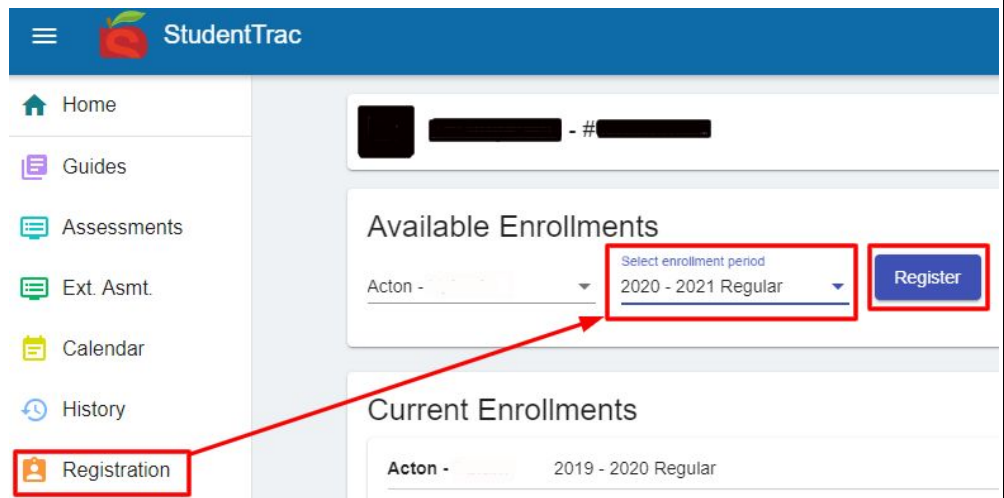
Student:

- Log into your Student Trac account at studenttrac.com (can be done on your phone)
- If you forget your username or password, click the links to recover
- Contact your teacher if you need help

The image shows the StudentTrac login interface. At the top is the StudentTrac logo. Below it is a 'Login' heading. There are two input fields: 'Username' and 'Password'. Below these is an orange 'Login' button. At the bottom, there are links for 'Remember Me', 'Forgot Username?', and 'Forgot Password?'.

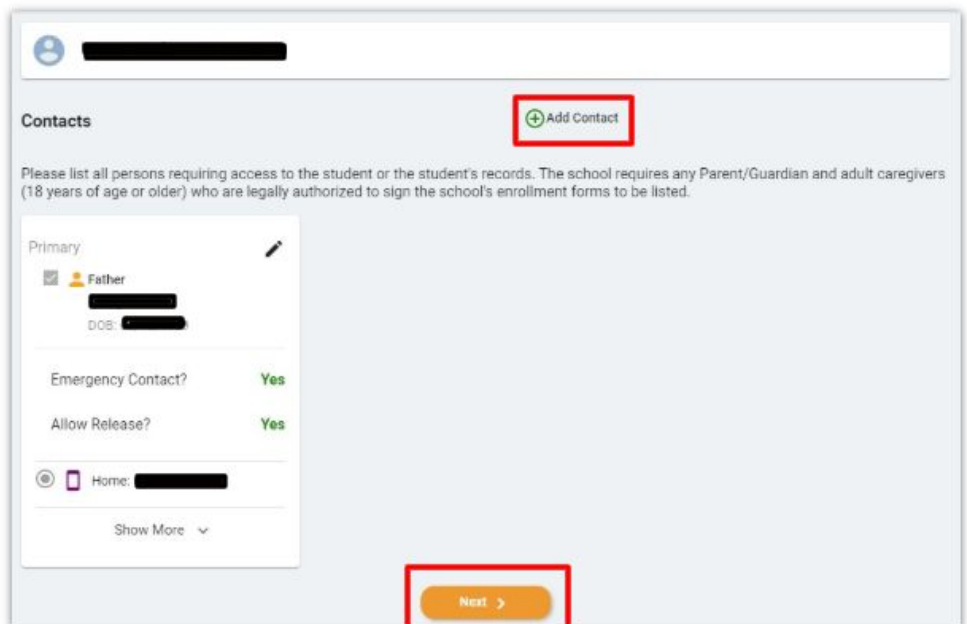
Student:

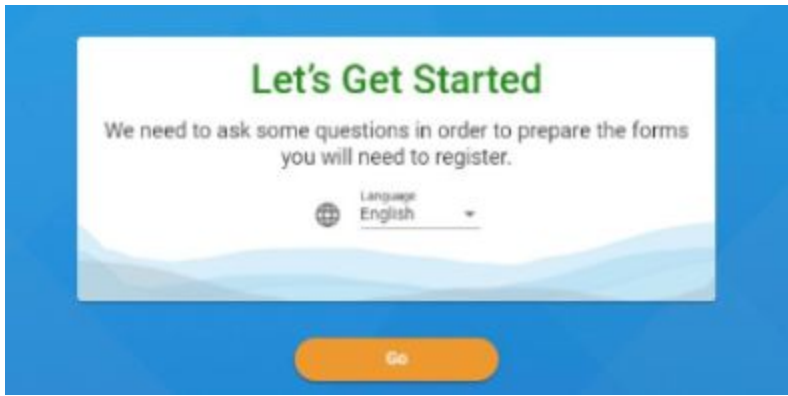











- Select **Registration**
- Under **Available Enrollments**: Select **2020-2021 Regular**
- Click **Register**

The image shows the StudentTrac registration interface. On the left is a sidebar with a menu: Home, Guides, Assessments, Ext. Asmt., Calendar, History, and Registration (highlighted with a red box). The main area shows 'Available Enrollments' with a dropdown menu set to '2020 - 2021 Regular' (highlighted with a red box) and a 'Register' button (highlighted with a red box). Below this is the 'Current Enrollments' section, which shows '2019 - 2020 Regular'. A red arrow points from the 'Registration' menu item to the '2020 - 2021 Regular' dropdown.

Student & Parent/Guardian:

- **Verify** all contact information is accurate
- If not, click the pencil to make edits
- **Add Contacts**, if needed
- Click **Next**

The image shows the StudentTrac contact information screen. At the top is a user profile section. Below it is the 'Contacts' section with an '+ Add Contact' button (highlighted with a red box). A message states: 'Please list all persons requiring access to the student or the student's records. The school requires any Parent/Guardian and adult caregivers (18 years of age or older) who are legally authorized to sign the school's enrollment forms to be listed.' There is a form for a 'Primary' contact, showing 'Father' as the contact type, a redacted name, and a redacted DOB. Below this are checkboxes for 'Emergency Contact?' (Yes) and 'Allow Release?' (Yes). At the bottom is a 'Home' field with a redacted address and a 'Show More' dropdown. A red box highlights the 'Next >' button at the bottom right.

<p>Pre-Registration:</p> <ul style="list-style-type: none">Student and Parent/Guardian review pre-filled answers and make necessary edits										
<p>Registration Forms: Select either option 1 or 2:</p> <ol style="list-style-type: none">Guided Experience- answers from Pre-Registration will populateManual Entry- to fill out all required forms for enrollment manually										
<p>All areas highlighted in red are required fields for enrollment</p>	<p>The forms will highlight the areas that require to be filled out.</p> 									
<p>The following icons will appear throughout the registration process</p> <ul style="list-style-type: none">Review the meaning of each icon	<table><tr><td></td><td>Blue icon</td><td>The current page number the user is filling out.</td></tr><tr><td></td><td>Grey checked icon</td><td>Previous pages that were completed.</td></tr><tr><td></td><td>Yellow icon</td><td>Pending pages that require more information.</td></tr></table>		Blue icon	The current page number the user is filling out.		Grey checked icon	Previous pages that were completed.		Yellow icon	Pending pages that require more information.
	Blue icon	The current page number the user is filling out.								
	Grey checked icon	Previous pages that were completed.								
	Yellow icon	Pending pages that require more information.								

Student & Parent/ Guardian Signatures:

- Sign/print **first and last** name for all required signatures
- Forms requiring Parent/Guardian signatures will default to **Primary Contact**

The screenshot shows a digital signature form titled "Parent/Guardian Signature". It includes two input fields for "Parent/Guardian First Name" and "Parent/Guardian Last Name", both marked as "Required". Below these is a section for "Signature Required (If Student under 18 years of age)" with a disclaimer: "By selecting 'I AGREE' and providing my digital signature, I have read the terms of this agreement and hereby agree to all conditions set forth." The main signature area is a large rectangle. Below it are fields for "Select Guardian" (a dropdown menu), "Signature Name", and "Date". At the bottom are three buttons: "Cancel" (red), "Clear" (orange), and "Save" (green).

Form List:

1. Review forms
2. Then **Finalize & Submit**

Almost done!

You have completed all of the forms for registration.

Please complete this part of your registration by clicking on finalize and submit

Finalize & Submit

Review Forms

All done!

- Notify your teacher once complete
- Teacher & Center Coordinator will verify completion

Congratulations!

Your registration forms are now complete and being processed.