

# Current Charter Family New Student Online Registration Instructions

*(Including private school students going into 2nd grade)*

**Completing Online Registration:** An email address will be required (parents with no active email can choose one of several free providers, such as Gmail).

*This option is intended for use by families who have had students in the district currently or in the past.*

1. Log in to the family portal by visiting [www.satorischool.org](http://www.satorischool.org) and selecting the “Family Portal” link from the navigation bar.
2. Click parent, and log in. (If you do not know your login information, click the forgot password link, and use the email that we have on file to get a reset link. You may also email [chris@satorischool.org](mailto:chris@satorischool.org) for help.
3. Online Registration Alert, select **2022-23 view (Highlighted Yellow)**
4. Select EDIT under STUDENT INFORMATION to add NEW student



5. Select ADD STUDENT (bottom left corner)
6. Select edit under Student Information to add NEW student
7. Continue to fill out all student fields and family forms. At the bottom of each page make sure to mark ‘I have completed this form.’ All of the forms will have the status of complete/submitted when finished.

Actions	Form	Status
	Household of [REDACTED]	
<a href="#">Edit</a>	Household Parents (System)	Incomplete
<a href="#">Edit</a>	Household Addresses (System)	Incomplete
<a href="#">Edit</a>	Student Information (System)	Incomplete
<a href="#">Edit</a>	Emergency Contacts (System)	Incomplete
<a href="#">Edit</a>	Non-resident Parents (System)	Incomplete

8. Once the forms have been marked ‘completed’ on the main registration page the ‘Submit Forms’ option will appear.

<ul style="list-style-type: none"><li>• Select OK- All forms for ALL students are completed</li><li>• Select CANCEL- Missing a student on portal. Contact the office for assistance.</li></ul>	<p><b>Submit Forms?</b> All forms are marked complete but have not yet been submitted to the schools. Do you want to submit the forms now? OK Cancel</p>
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9. The following will appear if the submission was successfully completed.

**Congratulations!**

Your forms have been successfully submitted.