

New Family Online Registration

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

IF YOUR FAMILY IS NEW TO OUR DISTRICT

1. Go to: <https://www.satorischool.org>
2. Click the Family Portal link on the top navigation bar
3. Select the Parent tab
4. Click on 'Register New Family', which is at the bottom of the Parent tab screen (***This option is intended for use by families who are new to the district. This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past***) You will receive an email with further instructions on completing the Online Registration process. You will need access to the email link on the computer you are entering the forms.
5. After selecting the email link>>Select OK on the registration popup
6. Fill out the fields and select NEXT to follow the prompts.
7. Select 'add student' after entering in the 1st student if needed. (bottom left corner)
8. Continue to fill out all 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]	
Edit	Household Parents (System)	Incomplete
Edit	Household Addresses (System)	Incomplete
Edit	Student Information (System)	Incomplete
Edit	Emergency Contacts (System)	Incomplete
Edit	Non-resident Parents (System)	Incomplete

****Don't forget to add 'non-resident' parent if needed and connect to the correct student. Select 'add household' (bottom of page) under the non-resident section. ****

9. Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear.
 - Select OK- All forms for ALL students are completed
 - Select CANCEL- Missing a student on portal. Contact the office for assistance.

Submit Forms?

All forms are marked complete but have not yet been submitted to the schools.

Do you want to submit the forms now?

OK Cancel

10. The following will appear if the submission was successfully completed.

Congratulations!

Your forms have been successfully submitted.