



# 2018-2019 NEW STUDENT ONLINE REGISTRATION



In an effort to streamline the efficiency of enrolling students and to simplify the registration process for your child, we have implemented a new online registration process. Please take a few moments to create an InfoSnap login and register your student electronically. Please note that this process is for new student's to the district. If your student has previously attended any BCSD School you will not be able to use this process.

BCSD Infosnap New Student Registration Procedures:

- To get started visit the following link: [www.bcsdschools.net/registration](http://www.bcsdschools.net/registration)
- Click on the 2018-2019infosnap link for the preferred language
- Create an infosnap account with a valid email address (**preferred**) or cellphone number, if you have not already done so
- Follow the instructions to register your student. Enter child's name and birthdate according to birth certificate.
- Review all information before submitting. Changes after submission can only be made at the school.
- To add additional students, on the Submission Confirmation page, click New Student Registration (some information such as parent information and address will carry over if you; click Yes please snap available information)
- Upon successful completion of your student's registration, you will receive a submission confirmation email from infosnap.
- If you have any issues with the registration process, please click "Contact Us" from any infosnap page, call infosnap support at (866)986-1601 or email [support@infosnap.com](mailto:support@infosnap.com)

PLEASE NOTE: Your child will NOT be officially enrolled until registration procedures are complete and **ALL REQUIRED DOCUMENTATION IS PROVIDED TO AND RECEIVED AT THE SCHOOL** (see reverse side).

Thank you for taking the time to electronically enroll your student. The attachment contains FAQ's regarding this process. If you need additional assistance or are unable to complete forms electronically, please contact your child's school for assistance. We appreciate your cooperation and look forward to a great school year!

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[www.bcsdschools.net](http://www.bcsdschools.net)