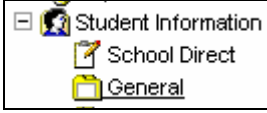
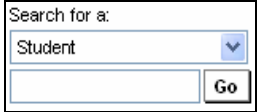


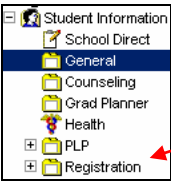


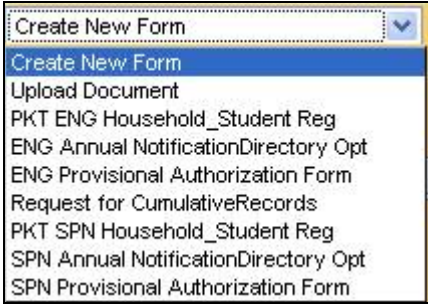





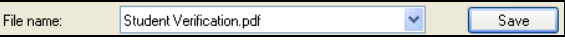


Printing and Saving Blank Registration Packets <i>This process will allow you to print blank copies of the forms that make up a Registration Packet and to save them for later for easy access.</i>	
	1. Click on “General” under “Student Information”.
	2. Leave the search field blank and click “Go”. This will bring up all your students.
	3. Click on any individual student.
	4. Click on “Index” in the upper left-hand corner.
	5. Under “Student Information”, click on “Registration”. <i>This will change the tabs you see for the student.</i>
	6. Click on the “Documents” tab.
	7. Click on the down arrow “Create New Form”.
	8. The drop down menu will list all of the forms that you need for a registration packet, both in English and in Spanish. 9. Drag down to an individual report. <i>The reports that begin with “PKT” will bring up the entire packet.</i>
	10. This will bring up a blank form that will have your school’s name at the top.
	11. Click the printer icon to print this form. 12. To save this for future use, click the “Save” icon.

Quick Reference – Printing Blank Registration Packets

	<p>13. Another window will pop up. In this window, on the left-hand side, click on the “Desktop” button”.</p>
	<p>14. In the upper right-hand corner, click on the “New Folder” button.</p>
	<p>15. Change the name of the new folder to “Registration Packet”</p>
	<p>16. At the bottom of the screen, change the name of the file and click “Save”.</p>
	<p>17. Repeat from step 8 if you need additional individual forms.</p>

