



## ONLINE REGISTRATION – ANNUAL UPDATE for existing DMPS students

Online registration is a mandatory annual process that allows parents **to review and update** information. When completing online registration, please use Mozilla Firefox or Google Chrome as your browser. Online registration (OLR) will collect information in this order: STUDENT(S) PRIMARY HOUSEHOLD, PARENT GUARDIAN, EMERGENCY CONTACTS, OTHER HOUSEHOLD MEMBERS, and **STUDENT INFORMATION**.



**STUDENT(S) PRIMARY HOUSEHOLD:** This section will review primary household information. Additionally, Economic Information is collected annually. DMPS collects this data so that the district has accurate information about the percentage of our students who are considered to be low income. This information may help the school or district qualify for certain state or federal funds. The information is **CONFIDENTIAL** and is not shared with school staff.

**PARENT/GUARDIAN:** This section will review the **PRIMARY** parent/guardian information for the student(s) that will be entered on the **STUDENT** tab. Review existing information and update information as necessary. You will be required to answer the Impact Aid question annually. There is no need to add parent/guardians that do **NOT** live in the primary household in this section. They can be listed in the emergency contact section.

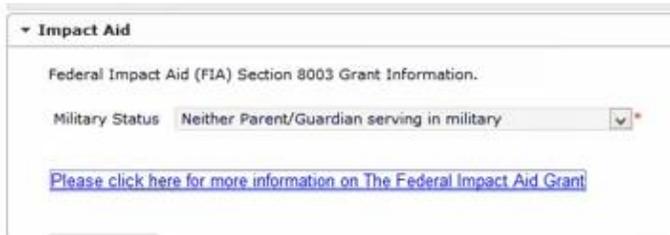
**EMERGENCY CONTACTS:** This section will require at least **ONE** emergency contact to be entered. This person will be contacted in the event that a parent/guardian cannot be reached. Be prepared to provide a minimum of a name and phone number for each contact(s).

**OTHER HOUSEHOLD MEMBERS:** This section will review data on any other **DEPENDENTS** that reside in your home, including older and younger **non-school aged** siblings. **DO NOT ENTER** students in this section! Do not include students who live with you part-time. These students will be included in their primary household's OLR application.

**STUDENT:** This section will review data on each student you need to register for school. OLR allows you to review annual release agreements and update health information for the upcoming school year. This section should be completed for **EACH STUDENT** in your household. If you are **NOT** the primary parent/guardian for a student (i.e. you are the step-parent or you are listed as the **SECONDARY** household for a student), **YOU SHOULD NOT COMPLETE REGISTRATION FOR THAT STUDENT**. Only the **PRIMARY** parent/guardian should complete an OLR application for that student.

## FREQUENTLY ENCOUNTERED PROBLEMS:

1. **After I click on a blue link, I lose my registration screen.** The blue hyper link will open ANOTHER window to the additional information. You can click on the X to close the new window, and you should be able to see the independent window with your OLR application.



▼ Impact Aid

Federal Impact Aid (FIA) Section 8003 Grant Information.

Military Status

[Please click here for more information on The Federal Impact Aid Grant](#)

2. **I cannot get past the relationships page.** Both the relationship AND contact sequence must be marked on this page.

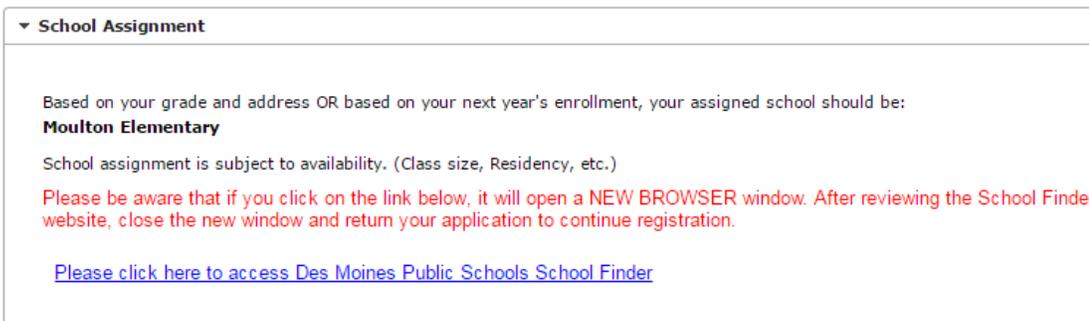


At least one person must be marked as 'Guardian'.\*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR	No Relationship
Mickey Mouse	Parent:Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>
Minne Mouse	Parent:Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2		<input type="checkbox"/>

Description of Contact Preferences

3. **My student's School Assignment pleat shows the wrong school.** You should complete your application. The application can be reassigned to the appropriate school once it has been submitted. Be sure to contact your student's old and new building to communicate the reason for moving to another school.



▼ School Assignment

Based on your grade and address OR based on your next year's enrollment, your assigned school should be:  
**Moulton Elementary**

School assignment is subject to availability. (Class size, Residency, etc.)

Please be aware that if you click on the link below, it will open a NEW BROWSER window. After reviewing the School Finder website, close the new window and return your application to continue registration.

[Please click here to access Des Moines Public Schools School Finder](#)

4. **I did not receive a confirmation email after I completed my OLR application.** Did you hit the red SUBMIT button? Are you registering on an iPhone or an iPad? Apple products do not have Flash enabled, and this prohibits the final SUBMIT button from properly saving your information. Download the free PUFFIN app on your apple device prior to beginning OLR.

### Puffin Web Browser

By CloudMosa, Inc.

Open iTunes to buy and download apps.



View in iTunes

#### Description

Puffin Web Browser is a wicked fast mobile browser. Mobile Internet feels like torture. Puffin Web Browser is an additional in-app-purchase.

[CloudMosa, Inc. Web Site](#) > [Puffin Web Browser](#)

#### What's New in Version 5.1.3

\* Fix crashes and improve stability

You must submit your application by clicking the following button.

**Submit**

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that your application was received after clicking Submit.

[Back](#)

[Application Summary PDF](#)

