

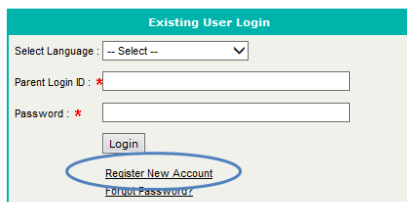
Welcome to Student Online Registration for Tamalpais Union High School District

The following directions are step by step instructions to guide you through the online registration enrollment for your incoming 9th grade student. Please follow them carefully. At the end of the process, print your completed registration form and bring it with the other required documents to your registration appointment.

Instructions

Go to https://home.tamdistrict.org/EO_parent or click on https://home.tamdistrict.org/EO_parent

- You will see Parent Login ID and Password fields. Just below the login button is a Register New Account Link. Click here and create a new account with **your parent or guardian** name and address- not student. Create an easy to remember Login ID and Password. You will only use this login id and password for registration.



- When you click submit, on the next screen, click the “**New Application**” button and then the “**Go**” button.
- If you are registering more than one student, complete all the following steps for the first student and then go back to https://home.tamdistrict.org/EO_parent, enter your parent login ID and password (case sensitive). Select the language. Click on New Application. Check “Copy Basic Information” and Go”.

Click “**Show All Sections**” at the top of the next screen to view all **REQUIRED** information. Hover cursor over the information cells for additional tooltips.

Step 1.

Student Information

Enter your student’s full legal name when filling out the form. **Select School Year 2018-19. Ignore the Start Date.** Answer all questions with * (Red Asterisk). It is important to include your student’s email address so that their counselor and teachers can contact them prior to start of school.

When completed click **SAVE** and continue to Step 2.

Step 2.

Address and Phone

Click on the “+” next to “Address and Phone” if this section is not open.

This section is for **STUDENT** information only. **Parent/Guardian** contact information will be added in step 3. Check box if **Mailing Address is same as Physical Address**.

NOTE: Student’s Name, Address, and Home Phone will be published in Student Directory, unless OPT Out.

Student Phone Types (Enter numbers only):

REQUIRED: School Messenger: Parent contact # for attendance calls

Cell: Student’s Cell #, if applicable **Home:** Landline, if applicable

When completed **SAVE** and continue to step 3

Step 3.

Contact Information

Click on the “+” next to “**Contact information**” if the section is not open.

This section is for all **Parent/Guardian and Emergency** contact information.


NOTE: Parent/Guardian’s Name, Address, Phone Numbers, and Email address may be published in Student Directory unless OPT Out.

Click on “**Add Contact**” to complete your contact information and then click **SAVE**.

Click the “**Add Contact**” button. Add contact information for second Parent/Guardian. Click **SAVE**.

Click the “**Add Contact**” button to add as many legal guardian as needed, saving after each. **Add at least one emergency contact** (you only need to enter Name, Relationship and a phone number. This is someone **other than a parent/guardian** who can pick your child up at school in the event that we are unable to contact either parent/guardian.

Prioritize contacts in the order you want them to be contacted by clicking on the up and down arrows. You need to click the **SAVE** button after adding each contact.

You can edit contact information by clicking on the  icon under the Edit/View column. **If you make a change, click “SAVE”.**

When completed **SAVE** and continue to step 4

Step 4.



Click on the “+” next to “**Building Information**” if the section is not open. **Select the school of attendance as determined by your student’s physical address. Click “Save”.** For information on how to transfer within the district, go to: <http://www.tamdistrict.org/Page/343>.

When completed **SAVE** and continue to step 5.

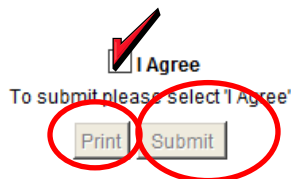
Step 5.



Click on the “+” next to “**Additional Information**” if the section is not open. Read each question carefully and answer each one. Questions with * must be answered. Enter any medical information that the school should be aware of with current and accurate information.

When completed **SAVE** and continue to step 6.

Step 6. Click the “**I agree**” box and then click **PRINT**. Review all information to ensure it is complete and accurate. If you need to add/edit information, take a moment to do it now before you submit. Once it’s submitted, you cannot go back and make any changes. If you forgot to print your enrollment form, you can re-open it by clicking on **View** and select the **Print** button. After the form has been printed, click **SUBMIT**. Bring the printout and all required documents to your enrollment appointment.



If you do not have access to a computer or need assistance, please contact the appropriate person listed below.

Drake

Technical/login problems, contact: Brittany Mullery, Data Specialist bmullery@tamdistrict.org (415) 458-3423

Change of Address, contact: Sandy Howard, Counseling Secretary showard@tamdistrict.org (415) 458-3434