

*Please read through this entire document before beginning process.*

Dear Parents/Guardians:

*High School Preregistration is now open – December to January 29th*

As you begin the online registration process for your student, please make sure that you complete all information accurately and completely to ensure that your registration information is accepted into the system. Registrations that are incomplete or inaccurate may result in a delay in the process. Incomplete registrations may be rejected, and you will be required to start the process over.

**Please note: This is your student's official school record**, so inaccurate information will be problematic. We also encourage you to complete this process using a desktop or laptop. The use of a smartphone or iPad can also be problematic.

Below are some helpful hints which highlight the parts of the process where mistakes are frequently made. Please double check these items and make sure that ALL information is entered as directed. The more thorough you are now, the fewer problems we will have later.

**Information you will need before you get started.**

**Student Information:**

Student's personal email address  
Student's personal cell phone number  
Cell phone number for designated parent who will receive the automated attendance caller.

**Required information for Mother, Father, and Emergency Contact(s):**

**Mother/Father/Guardian(s):**

First Name  
Last Name  
Relationship to student  
Email address  
Education Level  
Address  
Cell Phone  
Work Phone

**Emergency Contact:**

First Name  
Last Name  
Relationship to student  
Cell Phone

When ready, go to [www.tamdistrict.org/redwood](http://www.tamdistrict.org/redwood) > Shortcuts > New Student Registration

**Helpful information to use while completing the form.**

Throughout the form capitalize first letters only. Do not type in all caps or all lower case letters.  
Select student's **current** grade and provide correct date of birth.

Section: **Student Address and Phone Number** – provide the two required phone numbers. Parent phone numbers belong under parent information.  
Select **Cell Phone**, add the **student's cell phone** number.  
Select **School Messenger Phone**, enter the **parent's cell phone number** to receive the end of day automated attendance absence caller. (Both parents will receive email with link to listen to same call.)

Section: **Contact Information** – Provide **ALL Parent(s)/Guardian(s)** plus at least one **Emergency Contact**. Parents are always contacted first. Each Parent/Guardian and Emergency Contact is added separately. Click ADD CONTACT to start. After you SAVE the first contact, you must click the ADD CONTACT button again to add the next contact. Check the appropriate box on upper left corner to select Guardian or Emergency Contact.

It is very important that you add all Emergency Contacts who may need to pick up or give permission for your student to leave school, as we cannot release students to people who are not on the contact list.

Section: **Additional Information**

Make sure that you enter all requested information and answer all 14 questions.