New Student Application, PreK-8



Brief Index

- Getting to registration from website
- Creating account
- Entering Student Information
- Marking Special Education
- Entering comments
- Entering Student's Household information
- Entering Prior School Info
- Selecting Student's Grade Level
- Entering Education Plan
 - Typical subjects for plan
 - "OTHER" button if curriculum not listed
 - · Scrolling down to see lines for more courses
- Reviewing Terms and Conditions
- Submitting application
- Applying for more students
- Finishing application(s)
- Entering payment information





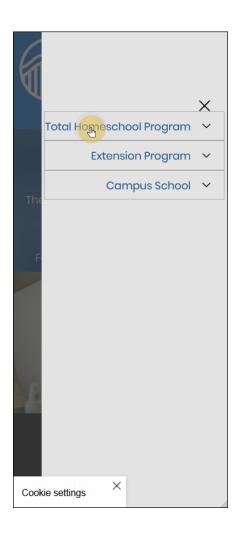


Yes, that's actually the name for these three-line menu buttons!





Click "Total Homeschool Program."





Click "Register Now" button.

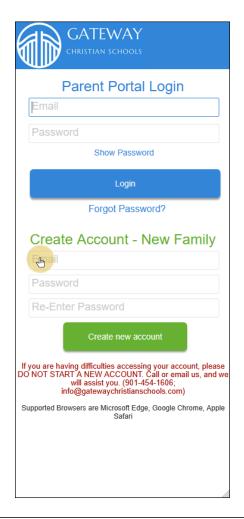


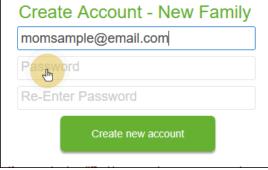


4 Under "Create Account," click to enter email, and create and enter a password.

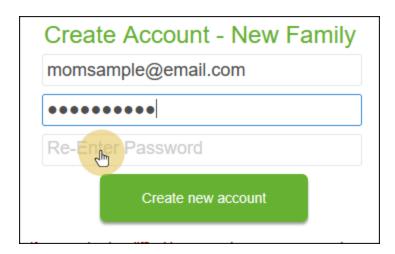


You'll need this information to login, so keep it in a safe, accessible place.

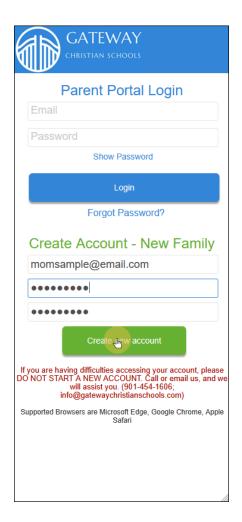






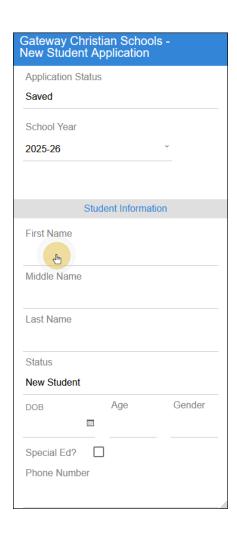


5 Click "Create new account" button.





Click to enter student's First Name.



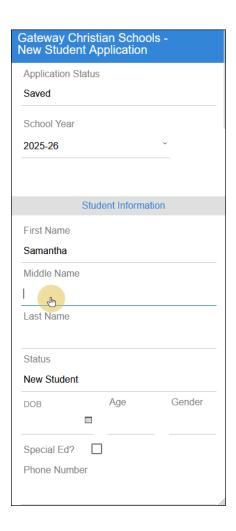




Click to enter student's Middle Name

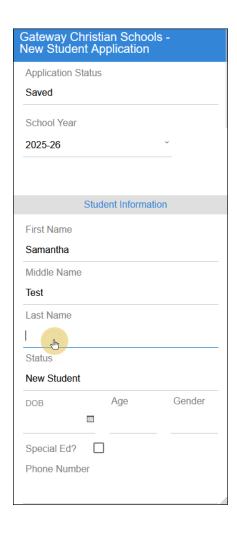


If student has no middle name, please type N/A for "Not Applicable."





Click to enter student's Last Name





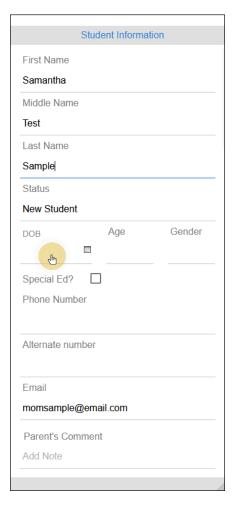
9 Click to enter student's date of birth



Enter date in this format: mm/dd/yyyy

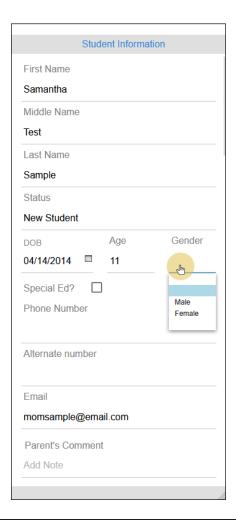
Go to Index

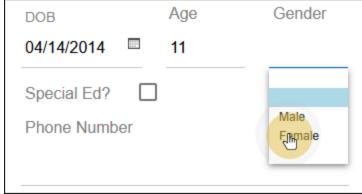
Age will be automatically calculated and entered by the system.





10 Click to open menu and select correct gender.





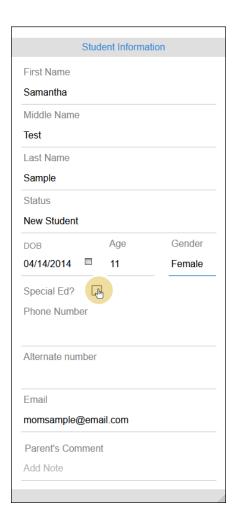




Click check box if student is a Special Ed student.



In our program, Special Ed means the student is UNABLE to work at grade level. Even if the student has a diagnosed difficulty or an IEP, they are NOT special ed in our program if they'll be doing their studies at grade level.



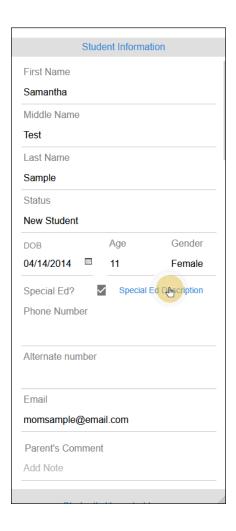




Click "Special Ed Description"



Required if special ed is checked.





13 Click in popup box to enter more information.

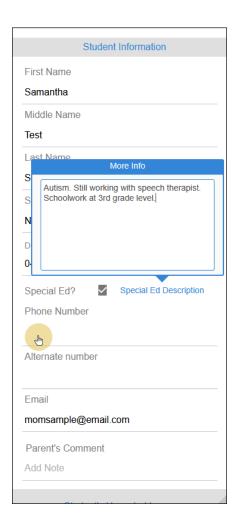


Include information like the student's diagnoses, disabilities, other special needs, actual grade level of school work, etc.





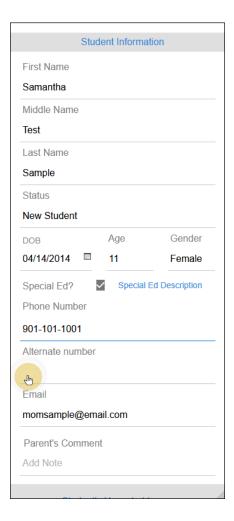
Click next line to enter primary Phone Number.





15 Click to enter Alternate phone number







Scroll down and click to enter comments about family and/or student.



This is optional.





Click in popup box and enter any notes.





18 Click outside of popup box to close it.

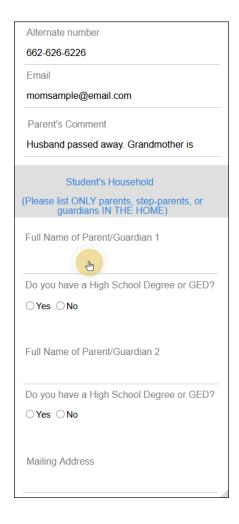




19 Click to enter name of Parent/Guardian 1

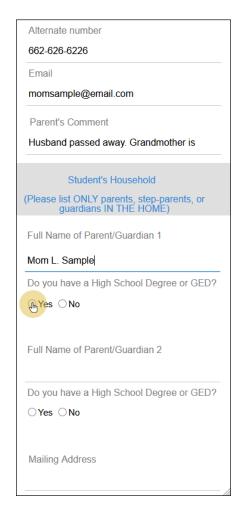


Typically, this is the parent most involved in the homeschooling.





Click the correct bubble to indicate high school education of parent/guardian 1.





Scroll down and click to enter name of Parent/Guardian 2.



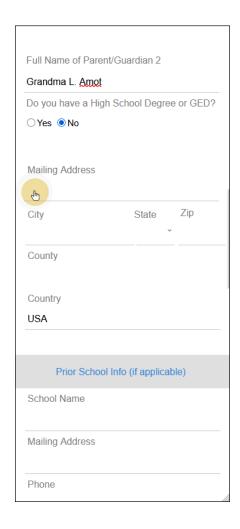


Click the correct bubble to indicate high school education of parent/guardian 2.



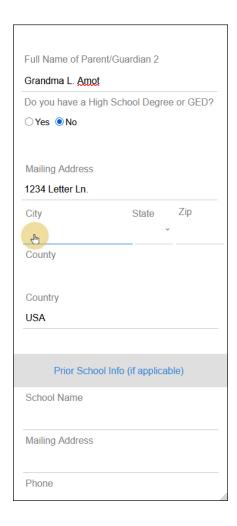


Scroll down and click to enter street address.



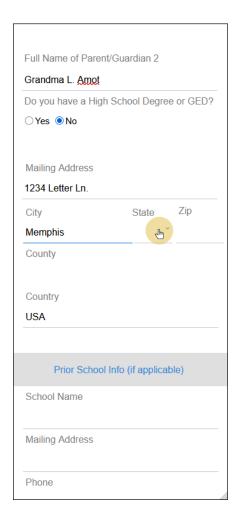


24 Click to enter City.





25 Click to open menu for tate.

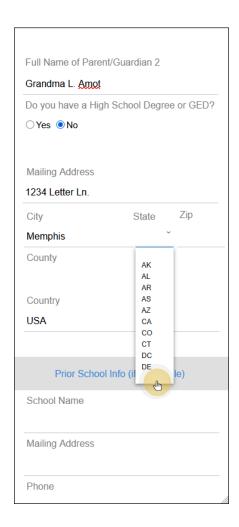




To scroll down in menu, click in middle of blank area at bottom.

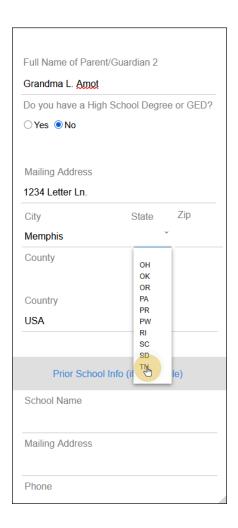


Continue clicking until state you need is visible in menu.



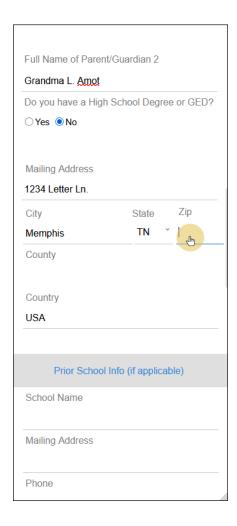


Click correct state abbreviation.



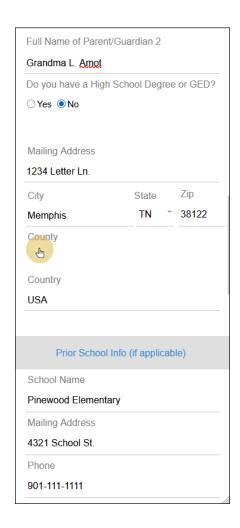


28 Click to enter Zip code





Click to open menu for County.

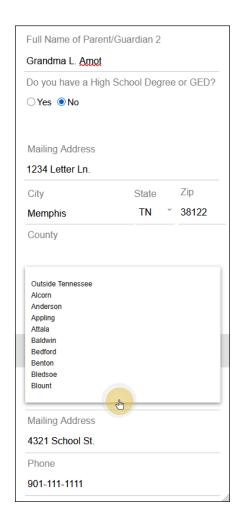




To scroll down in menu, click in middle of blank area at bottom.



Continue clicking until your county is visible in menu.

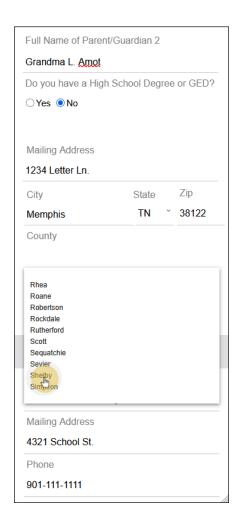




31 Click to select correct county.



If you're not in Tennessee, click "Outside Tennessee."





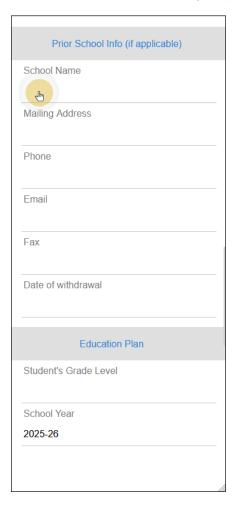
Scroll down and click to enter Prior School Information.



Enter this information only if student is transferring from another school this year.

Go to Index

Provide as much information as you can. Email and fax are especially helpful.





School Name		
Starry Sky Elemer	tary	
Mailing Address		
Phone		
Email		
Lindii		
Fax		
Date of withdraw		

Mailing Address 321 School St. Memphis, TN 38111			
4321 School St. Memphis, TN 38111			
	4321 School St. Memphis, TN 38111		
Phone			
2hm			
Email			
Fax			



Starry Sky Elementary

Mailing Address

4321 School St.

Phone

901-111-1111

Email

School Name

Starry Sky Elementary

Mailing Address

4321 School St.

Phone

901-111-1111

Email

records@pinewoodelmem.org

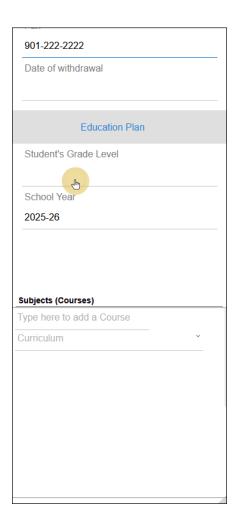
Fax



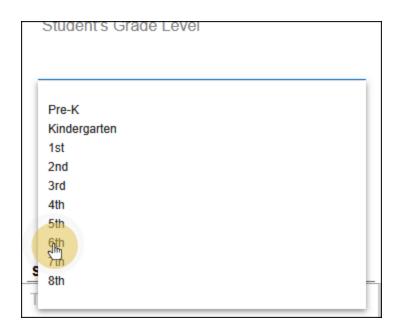
33 Scroll down, click to open menu, and select correct Grade Level.



This is the grade that you're applying for.





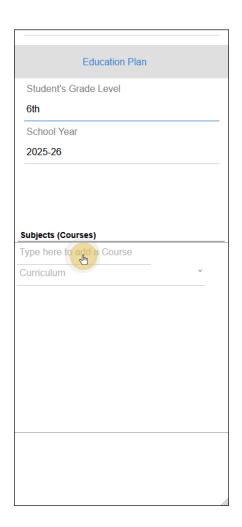




34 Scroll down and click to enter name of 1st Subject (Course).

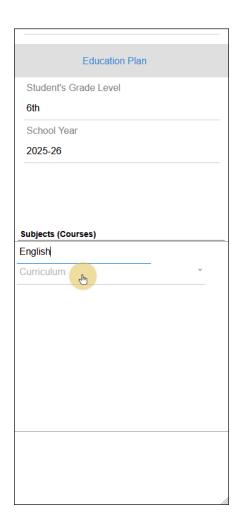


Typical core subjects for 1st through 8th grade students are: English (Language Arts), Math, Science, and Social Studies (History and/or Geography).





Click to open menu for Curriculum/teaching materials.



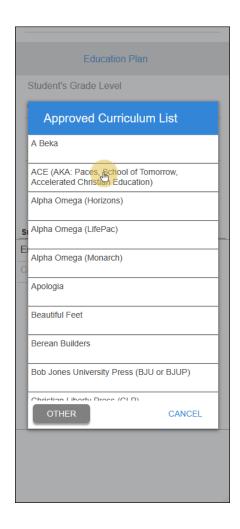


Click to select correct curriculum. 36





If material isn't listed, click the "Other" button and type in the curriculum. If book(s), please provide title and author/publisher.





Click checkboxes to select semesters.



K-8 core subjects are typically year-long courses, so applications for those grade levels should select both fall and spring semester boxes (if enrolling at the beginning of the year).

Go to Index

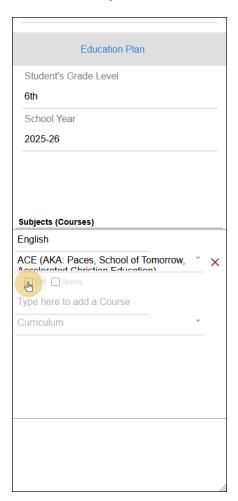
To skip detailed instructions on entering each subject, go to Step #48.

For specific questions, see below.

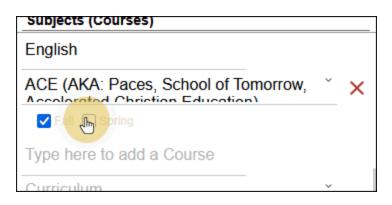
Typical subjects for plan: Step #35

"OTHER" button if curriculum not listed: Step #27

Scrolling down to see lines for more courses: Step #45



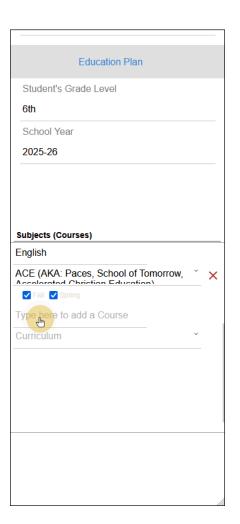




38 Click to enter name of next Subject (Course).

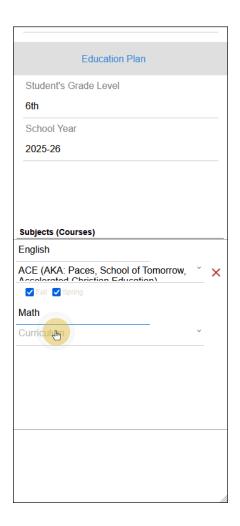


A line for another course is automatically added each time you complete one.





Click to open menu for Curriculum/teaching materials and select correct curriculum.

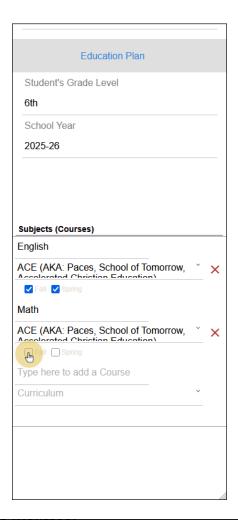


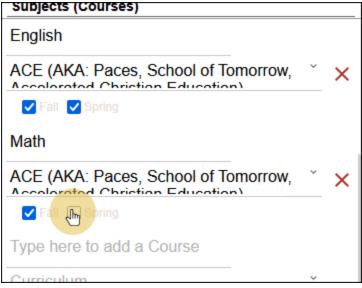


Approve	d Curriculum List	
A Beka		
ACE (AKA: Pac Accelerated Chi	es, School of Tomorrow, ristian Education)	
Alpha Omega (I	Horizons)	
Alpha Omega (l	LifePac)	
Alpha Omega (I	Monarch)	
Apologia		
Beautiful Feet		
Berean Builders		
Bob Jones University Press (BJU or BJUP)		
Christian Liberty Droce (CLD)		
OTHER	CANCEL	



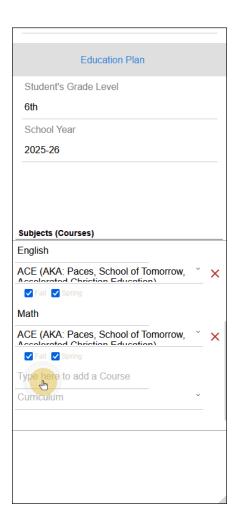
Click checkboxes to select semesters.





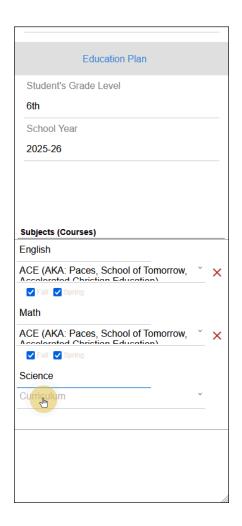


Click to enter name of next Subject (Course).





Click to open menu for Curriculum/teaching materials and select correct curriculum.

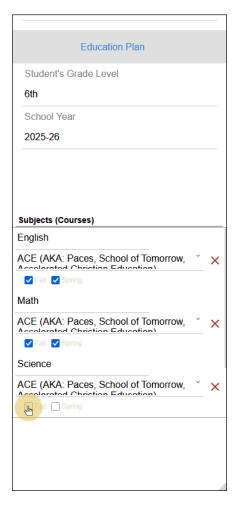


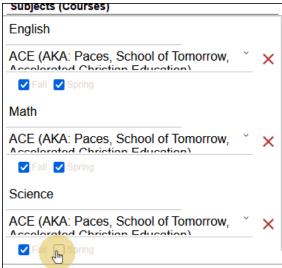


Approve	a Curriculum List	
A Beka		
	es, School of Tomorrow, ristian Education)	
Alpha Omega (I	Horizons)	
Alpha Omega (l	LifePac)	
Alpha Omega (I	Monarch)	
Apologia		
Beautiful Feet		
Berean Builders		
Bob Jones University Press (BJU or BJUP)		
Christian Libert	/ Droce (CLD)	
OTHER	CANCEL	



Click checkboxes to select semesters.





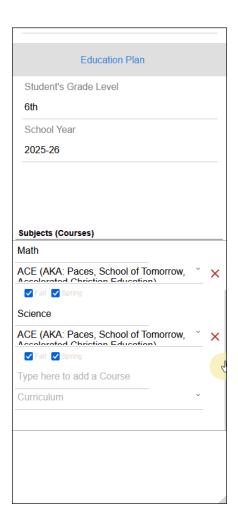




Scroll down in the Subjects (Courses) box to view new line.

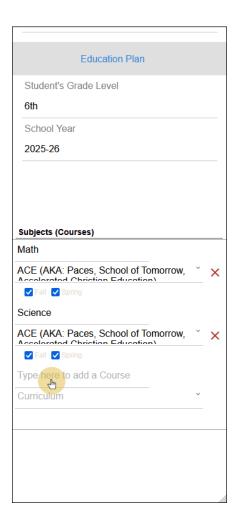


Use the scroll box on the side or the scroll gesture on your screen to move down inside this Subjects (Courses) section.



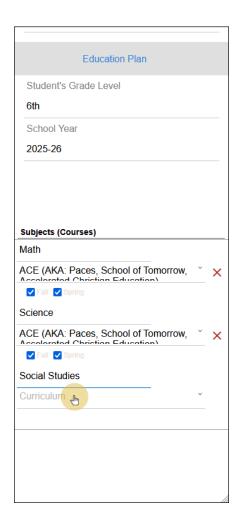


Click to enter name of next Subject (Course).





Click to open menu for Curriculum/teaching materials and select correct curriculum.

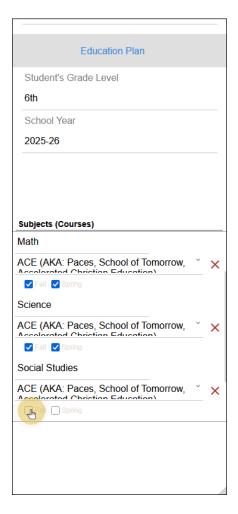


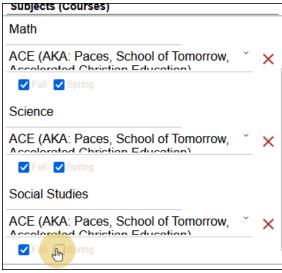


Approve	a Curriculum List	
A Beka		
l		
ACE (AKA: Pac	es, School of Tomorrow,	\neg
Accelerated Christian Education)		
Alpha Omega (I	Jorizone)	\dashv
Aipila Offiega (i	HOLIZOLIS)	
Alpha Omega (I	ifePac)	\neg
Alpha Omega (I	Monarch)	\neg
	•	
Apologia		
' '		
Beautiful Feet		\neg
Berean Builders		
Bob Jones University Press (BJU or BJUP)		
Christian Libert	Droce (CLD)	
OTHER	CANCEL	



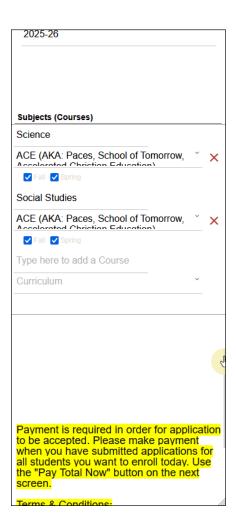
Click checkboxes to select semesters.





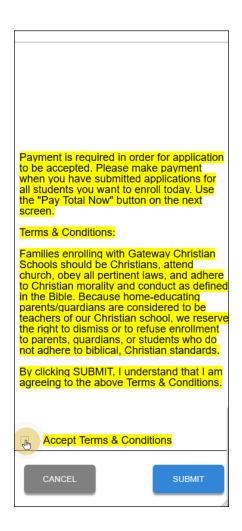


Scroll down to Terms and Conditions.



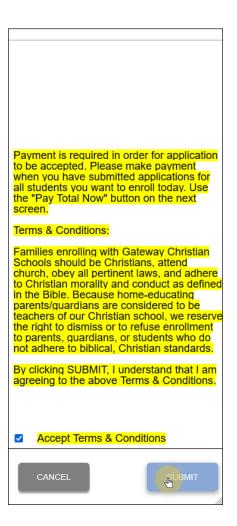


Read Terms and Conditions. If you accept, click checkbox for Accept.



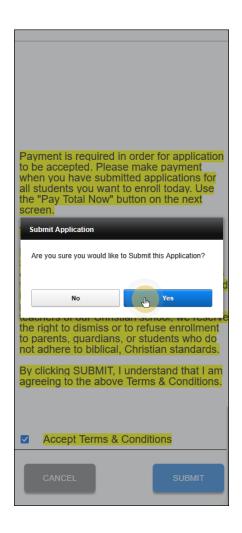


50 Click "SUBMIT" button.





Click "Yes" to submit application.





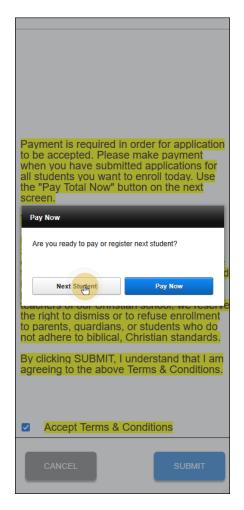
If you have more student(s) to register, click "Next Student" button.



To register just one student, or after the last application, click "Pay Now" button. See link below to instructions.

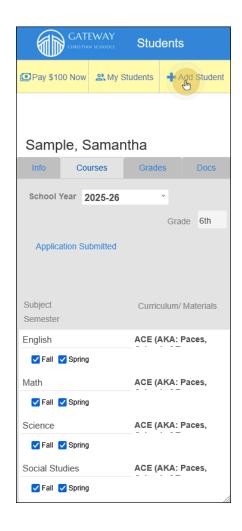
Go to Index

To finish all applications, skip to: Step #54





Then click "Add Student" to begin an application for another NEW student.





If you've submitted all applications and are ready to pay, Click "Pay Now."



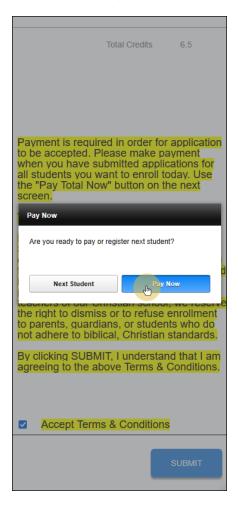
Payment is the final step to complete all registrations.



If you have more students, click "Next Student" button and repeat the above process until all students have applications. See link below to instructions.

Go to Index

To submit applications for additional students, go to Step #52.





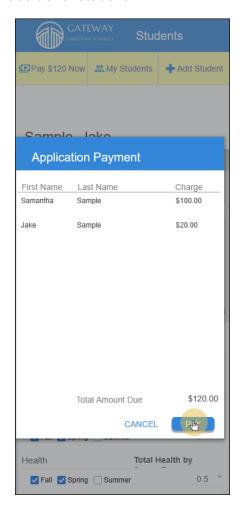
55 Check details, and then click "PAY" button.



Check that all students are listed and total is correct.

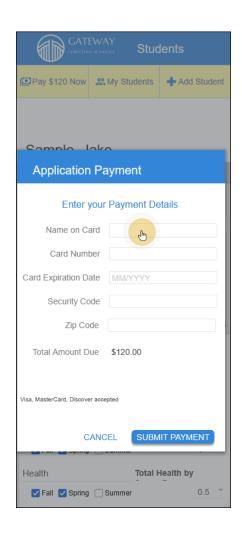
Go to Index

\$100 for first student and \$20 for each additional student.





Click to enter Name on Card.



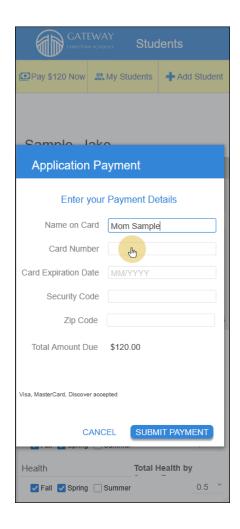




Click to enter Card Number.



Enter number without any spaces or dashes. (e.g. 1234123412341234)

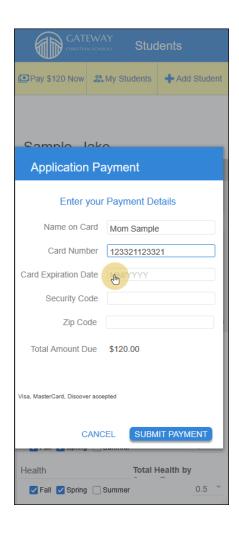




Click to enter Card Expiration Date.

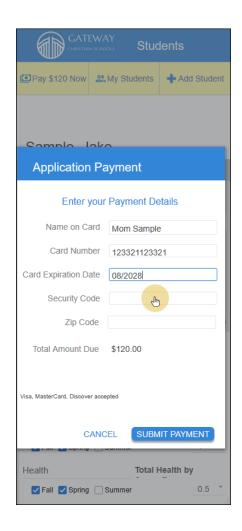


Make sure you enter date with 4-digit year. This format: mm/yyyy



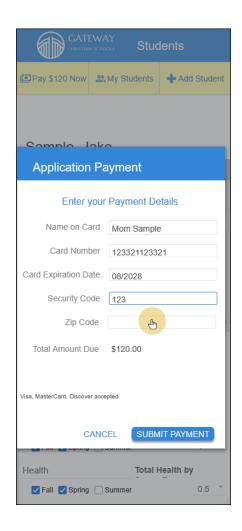


Click to enter card Security Code.



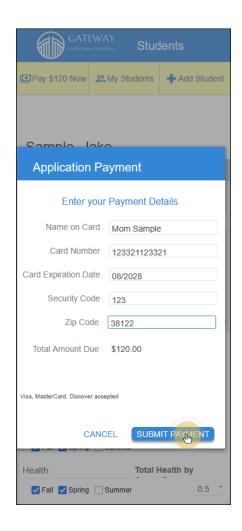


Click to enter Zip Code associated with card.





Click "Submit Payment" to pay.





62 Congratulations! Your application is complete.



This is the home screen on your new Parent Portal.

