

Lafayette Parish Online Registration System

The ORS system is a place where a parent/guardian can register a new K-12 student.

It is an alternative method to try to help parents and schools get new students into the student information system.

The school can review the application, then admit the student into the school's student master.

How Does it Work?

1. The Parent/Guardian would go to <https://jpams.lpssonline.com/register> to create an account and enter student details.
 - a. As configured right now, it is for new students in grades **K-12** for the 1819 current school year.
 - i. Not for Pre-K
 - ii. Not for students wishing to register at an out of zone school.

2. The parent / guardian enters the information and confirms that all information is present.
 - a. Documents can be uploaded by the parent from the Online Registration System.

Name	Submitted	Approved	Year	Relationship	Language	Physical Address	Mailing Address	Phone
DUKE SELLERS		X	1819	✓	✓	✓	✓	✓

3. Schools review the applicants in the Online Registration Editor (Student Master / Loaders / Online Registration Editor). Communication is sent if the student is approved or rejected. Approved students go to Student Master.

Getting Started

1. Go to **Student Master / Loaders / Online Registration Editor**
 - a. Note: You may want to make this a "Favorite" for easy access
2. **Initial** setup box settings:
 - a. Year is "1819". No check boxes.
 - b. "Show" and "Student" are initially set to "All".
 - c. Click Ok button to begin.

Setup-02.11.2019 BES

Year : 1819

District : 027

Zone School : 006

Grade :

Gender :

Ethnic :

Show Only Ooz Students

Show Submitted Applications Only

Show Current Enrolled Students

Show : All Approved Only Not Approved Only

Student : All Existing Only New Applicant Only

School : 700

Include Non-District Schools

Non-District Schools :

As Of Date : Feb 13 2019

3. **When many applicants begin to appear**, filter out the previously approved students by checking the option for "Not Approved Only".
 - a. This will return a listing of students who are in various stages of registering online. Some will be just getting started, while others may show as nearing completion.

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District : 027

Zone School : 006

Grade :

Gender :

Ethnic :

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- To see a listing of students who have been **“submitted” for review** (Parents have signed off that application is complete), click the option for **“Show Submitted Applications Only”**.

Reviewing Applications

- Click the **“Review Applications”** tab at the bottom.
- Applicants will show on screen. A select box is on the left of each student’s name. A green check means that this part of the application is complete. A red check means that this part of the application may need some more information.

<input type="checkbox"/>	Delete	Student Name	SIDNO	Relationship	Physical Add	Mailing Add	Phone	Special Needs	Permissions	Submitted
<input type="checkbox"/>		[Redacted]	9039926	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>		[Redacted]		✓	✗	✗	✗	✗	✗	✗

- First priority would be students with all green checks and a green check for **“Submitted”**. This means the parent has indicated the student is ready for review.
- Application details can be accessed by clicking on the student name.
- Need to send a reminder to a parent/guardian?
 - Click the select box to the left of the name.
 - Click the **“Communicate”** button at the bottom, then tap **“Call”** to begin to send a message to these applicants.

Reviewing Documents

- Click on the student name. Browse down to the **Documents** section.
- If any documents have been uploaded, you will see a **“View”** hyperlink. Click on it to view the document.
- Click **“Approve”** if it meets the needs of the area being reported.
- Click **“Print”** to print the documentation for cumulative folder.
 - Note: These will go to folders in the Document Archive.
- “Log”** tab: Use to enter notes about phone calls, emails if needed.
- If the parent was unable to provide documents online, scan the documents when provided, then click the **“Upload”** button to associate with the student.
- If all documents are provided, and are approved, click the **“I verify the documents provided for this student’s information”** box. Needed to bring into student master.

Document Title	Type	View	Upload	Viewed	Approved	Rejected	App/Rej By	Category
01 Birth Certificate	01	View	Upload	✓				Birth Certifi...
02 Verification of Address	03		Upload					Address V...
03 Immunization Records	04		Upload					Immunizati...
04 SSN Card	02		Upload					SSN Card
05 Parent/Guardian Photo ID	08		Upload					Parent/Gu...
06 Previous Report Card	06		Upload					Grades
07 Previous Transcript	07		Upload					Grades
08 Withdrawal Form from previous district	13		Upload					Registratio...
09 Legal Custody Papers	10		Upload					Birth Certifi...

I verify the documents provided for this student's information. : Override/2019-02-11 15:51

Approving Students

1. Make sure the student has a green check for "Submitted" and has "Documents" good to go.
2. Click on the student name to open the application details. Click the "Approve" button.
3. You will see a message indicating that you are about to create a new Student Master record. Click "Yes".
4. The entry window will appear. Just like in student master, enter the usual Entry Code, Date, Transferred From, and Begin Date information. Click "OK".

Entry Information

Entry Code:

Entry Date:

Entry School: 037

Entry Sch Name: WOODVALE ELEMENTARY SCHOOL

Transferred From:

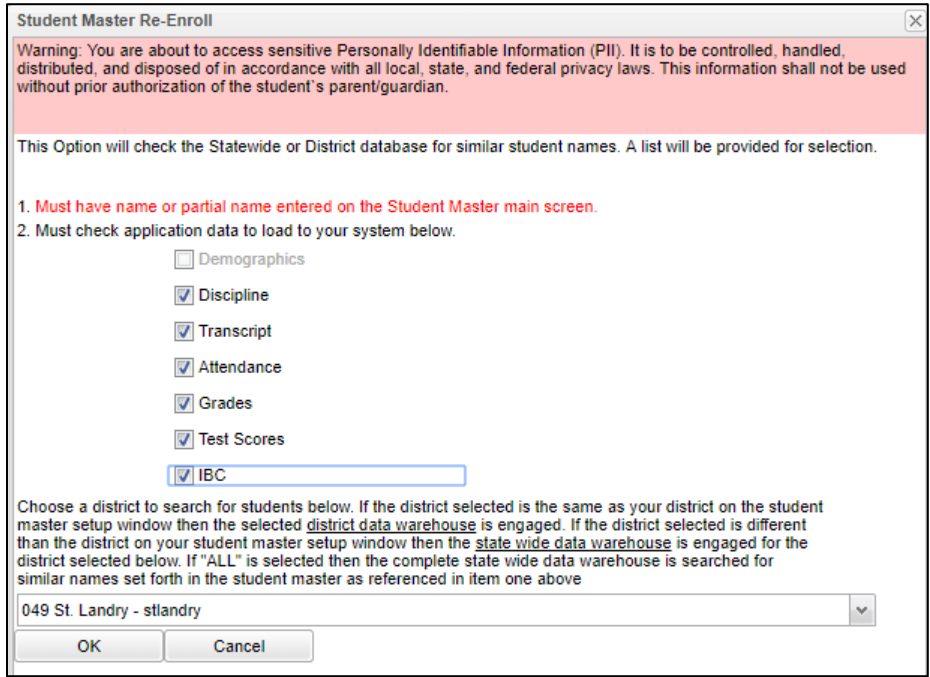
Special Codes:

Begin Date: Feb 13 2019

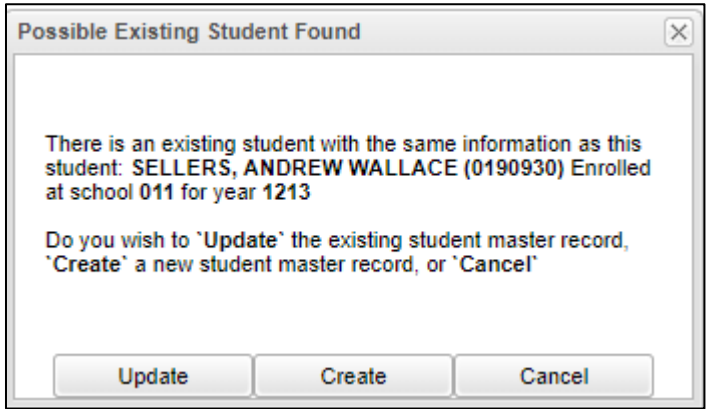
Pending Home Verification

Pending Grade Verification

- 5. If the student does not match any previous LPSS record, a reenroll screen will appear. Use as we normally do in Student Master.



- 6. If the student matches a student in LPSS student master, a box will appear indicating who the possible match is.
 - a. If the possible existing student is correct, click **“Update”**. The previous information will be merged with the online information.
 - b. If the possible existing student is not correct, click **“Create”**. A totally new student will be created.



- 7. At this point an email notification box will appear with contents by default. Add any extra notification information you wish to communicate to the parent.
 - a. Is good to do extra communication for details related to your school.
- 8. The student is now in your student master for year 1819. You would work with the student as usual in terms of updating any needed information.
 - a. The contents of the application remain the same regardless of changes in student master.