Registration for the 2017-2018 School Year

We have adjusted our information update system for registration this school year and will be making some changes to the registration process. Be sure that you read the directions below CAREFULLY to ensure a smooth process.

The online registration window will open from **July 17 to July 31.** During this time, you will need to access our online registration system to enter and/or verify information for each of your students planning to attend a Portage Township School this fall. (You will NOT be able to pre-register before these dates!)

If you do not have access to a computer with an internet connection computers will be available at Aylesworth Elementary School and Willowcreek Middle School on **July 17 to July 21 from 8:30-11:30.** We will also have a computer lab open at Portage High School from **Noon to 8:00 pm July 17 to July 21** with a staff member that can help you to get started. You are also able to get internet access through the public library at any time.

RETURNING STUDENTS:

Students who attended ANY Portage Township School (including SELF) this school year (2016-2017) and will be attending a Portage Township School next year. This includes students who might be switching between schools.

Please sign into your Parent Portal Single Sign On Account and complete the registration for you students.

Read and follow the directions carefully as you verify the information we have on file for your student.
Once you have completed the information update, click on Save and Exit.

FORMER and NEW STUDENTS:

Students who have NEVER been enrolled in a Portage Township School in their lifetime or students who may have attended a Portage Township School in the past and will be attending a Portage Township School this year. This includes students who moved out of the district and are moving back into the district, students who transferred to private, parochial, or homeschool and are returning, or students who left for other reasons and are returning for this school year.

Go To **www.portage.k12.in.us/** Start the process by clicking on the "2017-2018 Registration" button.

Read and follow the directions carefully to provide the information required for your student. **(Be sure to mark which school your student had attended previously!)**
Once you have completed the information update, click on Save and Exit.

COMPLETING REGISTRATION

We will be opening the school offices from **July 24 to July 28** to finish registration by collecting necessary forms and verifying residency for grades 3, 6, 9, 11 AND all new students. If you have students at multiple schools in the district, you will be able to complete the registration for all of your students at one school. Please be sure to bring any documentation requested through the pre-registration process as well as two (2) pieces of documentation to prove residency. You must bring a drivers license or state ID with your correct address, and one of the following:

- Lease Agreement
- Mortgage papers
- NIPSCO bill
- Water bill and/or sewer bill
- Bill with the home mailing address
- Affidavit of Residency (notarized) (must be submitted annually) if applicable
- Indiana Department of Education form I, II, or III (form can be picked up at child's school) if applicable

ONLINE FEE PAYMENT

We are also offering families the option of paying for registration fees online with a credit card, debit card, or electronic check. As always, you will also have the option of paying by check or cash at the schools when you complete your registration. Credit and Debit card payments will ONLY be accepted online.

To set up an account for online payment go to: www.portage.k12.in.us click on the Online Fees Payment link to be forwarded to our online bill payment portal. On the right side of the page, under New Users, you can click on the Registration Guide for instructions on setting up your account.

APPLY FOR FREE/REDUCED LUNCH

Applications for the 2017-2018 school year for free and reduced lunches will be available after July 6, 2017. To apply for Free/Reduced lunch, visit www.portage.k12.in.us click on the Food Service link in the middle of the page. Click on the link for Meal Applications.