

Penn Manor Online Registration

Instructions:

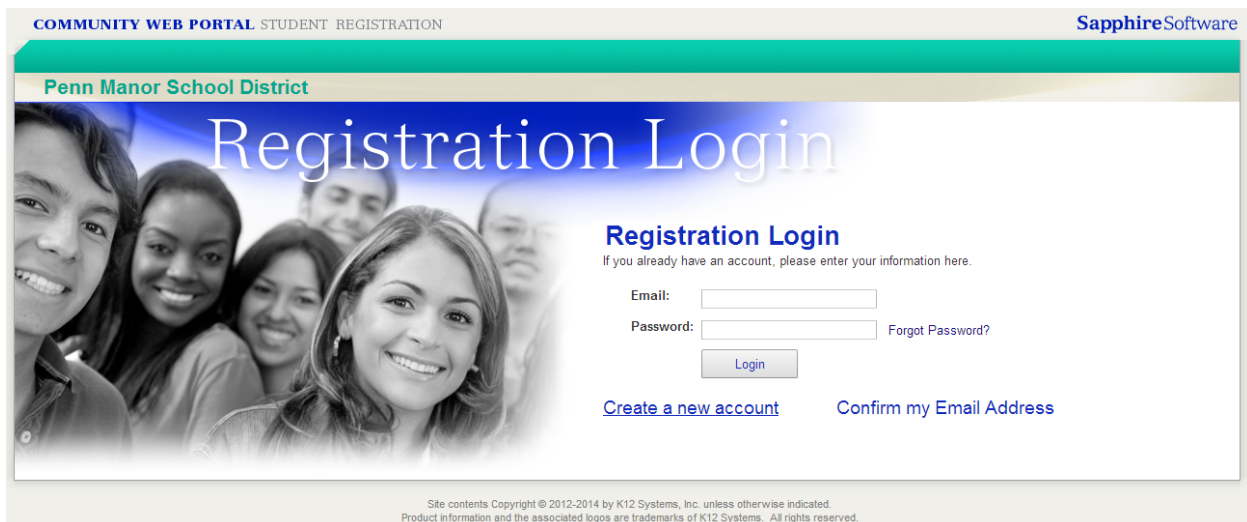
This guide is meant to walk you through the process of registering your student online using our Online Registration Tool. Please see our official website at www.pennmanor.net/parents/registration for additional information about timelines, what qualifies as an official document to complete your registration, and other general information.

Creating an account:

Once your registration has opened, please create an account at our Registration website:

<https://sapphire.pennmanor.net/CommunityWebPortal/Registration/index.cfm>

The following screen will appear:



The screenshot shows the 'Registration Login' page for Penn Manor School District. The page features a header with 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'Sapphire Software'. Below the header, the district name 'Penn Manor School District' is displayed. The main content area is titled 'Registration Login' and includes a sub-heading 'Registration Login' and a note: 'If you already have an account, please enter your information here.' There are two input fields for 'Email:' and 'Password:', with a 'Forgot Password?' link next to the password field. A 'Login' button is positioned below the password field. At the bottom of the form area, there are two links: 'Create a new account' and 'Confirm my Email Address'. The page footer contains copyright information: 'Site contents Copyright © 2012-2014 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems. All rights reserved.'

Select "Create a new account" at the bottom.

The next screen will appear to enter information about your account:

The screenshot shows the 'Create New Account' page. At the top, it says 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below that, 'Penn Manor School District' is displayed. The main heading is 'Create New Account'. A message states: 'If this is your first time accessing the online registration system, you will need to create an account. Please enter the information below.' The form includes the following fields: 'Your First Name', 'Your Last Name', 'Your Email Address', 'Confirm Your Email Address', 'Your desired Password', 'Confirm your Password', 'Sample Security Questions' (a dropdown menu with '<choose a question>' selected), 'Security Question', and 'Security Answer'. A 'Next' button is located at the bottom of the form. At the very bottom of the page, there is a small copyright notice: 'Site contents Copyright © 2012-2014 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems. All rights reserved.'

Complete the information and select “Next” at the bottom.

Validate your email and Log in

You should receive an email shortly (to the email account that you provided above) that has instructions to validate your account by clicking on a link. Follow the instructions and then Log in.

Upon logging in, this will be your home screen:

The screenshot shows the home screen after logging in. At the top, it says 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below that, 'Penn Manor School District' is displayed. The main heading is 'Welcome Dianne'. Below that, there is a section titled 'Start a New Registration with Penn Manor School District'. Underneath, it says 'Please use this form to register your Kindergarten student.' and there is a 'CREATE' button. At the very bottom of the page, there is a small copyright notice: 'Site contents Copyright © 2012-2014 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems. All rights reserved.'

Use the “Create” button to create a new Registration for your student. Please note to select the proper form as each form will state whether it is for Kindergarten, Elementary (1-6), Middle (7-8) or High School (9-12). Please also ensure that you are selecting the proper school year by selecting the current year for a current transfer or the next year for an incoming student in the new school year. We are rolling each form out separately so you may see one or up to eight forms listed here.

Beginning the Registration Process

On the first screen, you will be prompted to enter some identifying information about the student you are registering. Please note that each instance of a registration form can only enroll one student. If you have multiple students to enroll, you will need to go back to the home screen and select the “Create” button again and create a registration for each student.

The screenshot shows the 'New Student Registration' form. At the top, it says 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below that, it says 'Registering: New Student Registration' and 'Penn Manor School District'. The main heading is 'Please use this form to register your Kindergarten student.' Below that is 'Registering a New Student'. The instructions say 'To start your student's registration, please answer the following questions:'. The form fields are: 'Student's First Name:*' (text input), 'Student's Last Name:*' (text input), 'Student's Gender:*' (dropdown menu with 'Female' selected), and 'Student's Date of Birth:*' (calendar icon and text input with '(mm/dd/yyyy)' hint). A 'Begin Registration' button is at the bottom. At the very bottom of the page, there is a small copyright notice: 'Site contents Copyright © 2012-2014 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems. All rights reserved.'

When you have entered this beginning information, select “Begin Registration” at the bottom.

Continuing your Registration

The Registration Website will take you through enrollment using the “Next” and “Previous” buttons on the upper right and left corners, respectively. The first page is a Registration Index screen. This will tell you if pages are not completed yet (meaning there are required fields that do not have data entered). If you are returning to an existing registration you can use those links to jump to a page you have not completed yet.

The screenshot shows the 'Kindergarten Registration - Registration Index' page. At the top, it says 'COMMUNITY WEB PORTAL STUDENT REGISTRATION' and 'SapphireSoftware'. Below that, it says 'Registering: Jane DOe' and 'Penn Manor School District'. The main heading is 'Kindergarten Registration - Registration Index'. Below that, it says 'Page 1 of 17' and 'NEXT'. On the left side, there are links for 'Home', 'Messages', and 'Print'. The main content area has a heading 'Click on the links below to skip to a section or page.' and a list of sections and pages. The sections are: I. Welcome to Penn Manor School District; II. Student Basic Information; III. Enrollment Information; IV. Special Services; V. State and District Policies. Each section has a list of pages and a status indicator 'Not Yet Complete'.

Section	Page	Status
I. Welcome to Penn Manor School District:	1. Registration Table of Contents	
	2. Penn Manor Online Introduction	
II. Student Basic Information	3. Basic Student Information	Not Yet Complete
	4. Student Residency Information	Not Yet Complete
	5. Contact Information	Not Yet Complete
III. Enrollment Information	6. Enrollment Information	Not Yet Complete
	7. School History	Not Yet Complete
IV. Special Services	8. Special Education Services	Not Yet Complete
	9. Home Language Survey	Not Yet Complete
	10. English as a Second Language	Not Yet Complete
V. State and District Policies	11. Photo/Video Release	Not Yet Complete
	12. Responsible Use of Internet and Network Resources	Not Yet Complete
	13. Bus Regulations	Not Yet Complete
	14. Day Care/Babysitting Transportation Request	
	15. Computerized Payment System for Breakfast and Lunch	
	16. Parental Registration Statement	Not Yet Complete

Select "Next" at the Registration Index to continue on. The next page contains instructions and important items so please read carefully then proceed by clicking "Next". The third page is where you will start to enter most of the data.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware

Registering: Jane DOe Home | Dianne Test Bates | Logout

Penn Manor School District

[Student Basic Information](#) > Basic Student Information

PREVIOUS Page is not yet complete Page 3 of 17 NEXT

Student Basic Information

Reminder: Please use proper capitalization. Do not type in all CAPS or all lower case. Please do not use abbreviations (except for State) and do not use any commas (",") in any fields.

Please note that an original Birth Certificate or Official Document will be required at your District Office appointment to review and approve your registration. Please view the following document which explains what will qualify as verification of demographic information.

Legal First Name (As it appears on Birth Certificate / Official Document) *

Legal Middle Name (Full middle name, not initial)

Legal Last Name (As it appears on Birth Certificate / Official Document) *

Legal Suffix (Do not include Suffix with Last Name)

Nickname (Preferred name if different than Legal First Name)

Ethnicity *

Gender *

Date of Birth *

In what Country was the student born? *

If birth country is USA, in what State or District was the student born?

In what City was the student born? *

Required fields marked with (*).

Questions with a red asterisk (*) are Required and you must provide an answer or your registration will not be approved. Enter all required information and select "Next" to continue moving through the registration pages. There are links on pages (underlined) that contain policies or more information. Please be sure to use these documents as they contain many important pieces of information.

If you need to Log out...

Don't worry, pressing the "Next" button automatically saves the all data entered. There is also a save icon on the left hand side of your screen. You may close your browser after saving and simply return to the website at another time and log in using your email and password. Existing registrations will be waiting there so just press "Edit" under the registration you need to continue on.

COMMUNITY WEB PORTAL STUDENT REGISTRATION SapphireSoftware


Home | Dianne Test Bates | Logout

Penn Manor School District

Welcome Dianne


Existing Registration(s) at Penn Manor School District:

Please use this form to register your Kindergarten student.
 STUDENT Jane Doe
 STARTED 02/04/2014

EDIT 

Start a New Registration with Penn Manor School District

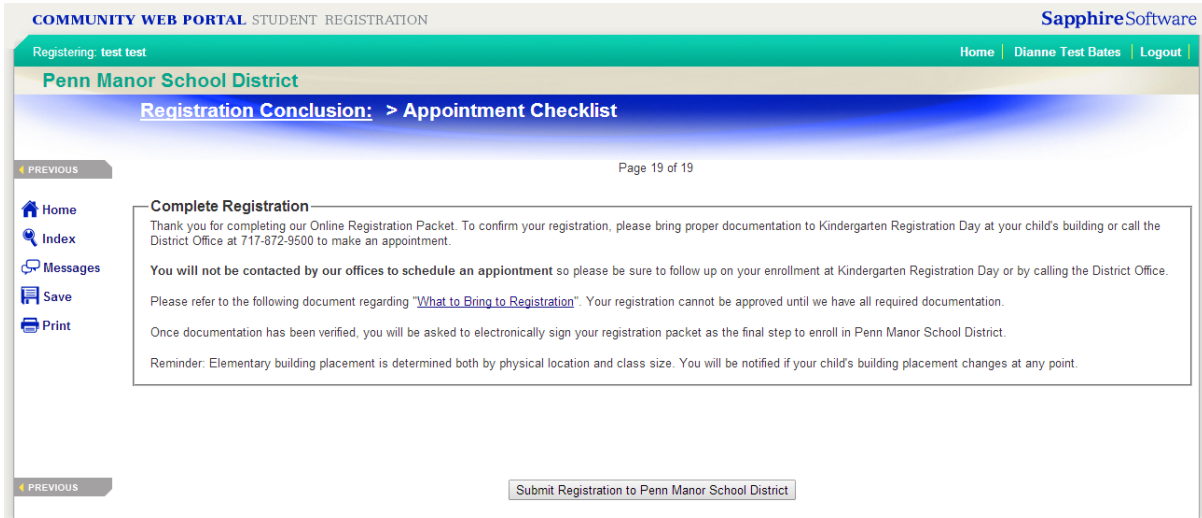
Please use this form to register your Kindergarten student.

CREATE 

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Submitting your Registration

Once you have completed your registration, the last page contains important information about how to schedule an enrollment appointment with the District Registrar as well as what documentation will need to be brought to that appointment in order to finalize your student's registration.



The screenshot shows a web portal for "COMMUNITY WEB PORTAL STUDENT REGISTRATION" by SapphireSoftware. The page title is "Registration Conclusion: > Appointment Checklist" and it is "Page 19 of 19". A sidebar on the left contains navigation links: Home, Index, Messages, Save, and Print. The main content area is titled "Complete Registration" and contains the following text: "Thank you for completing our Online Registration Packet. To confirm your registration, please bring proper documentation to Kindergarten Registration Day at your child's building or call the District Office at 717-872-9500 to make an appointment. You will not be contacted by our offices to schedule an appointment so please be sure to follow up on your enrollment at Kindergarten Registration Day or by calling the District Office. Please refer to the following document regarding 'What to Bring to Registration'. Your registration cannot be approved until we have all required documentation. Once documentation has been verified, you will be asked to electronically sign your registration packet as the final step to enroll in Penn Manor School District. Reminder: Elementary building placement is determined both by physical location and class size. You will be notified if your child's building placement changes at any point." At the bottom of the page, there is a button labeled "Submit Registration to Penn Manor School District".

Simply press "Submit Registration to Penn Manor School District" to complete. The page will change to confirm that you have completed all required fields and will let you know if you have not completed some. Though it does give you the option to continue without required fields completed, please know that your registration will NOT be approved if you do not complete all required fields so we strongly suggest you go through your registration and ensure all pages are complete before submitting.

Finalizing your Registration

Once you have submitted your registration, you will receive an email with a link to our online scheduling system. Here you will select a time to meet with the District Registrar to finalize your students enrollment. The following documentation will be required at that appointment.

- Photo ID of Parent/Guardian registering student
- Original Birth Certificate or Passport of student
- Immunization Records of student
- Proof of Residency*

*Please note that our Proof of Residency Policy has changed. Please see the policy on our district website at www.pennmanor.net/parents/registration. You may also view this policy via your Online Registration Form on the Welcome, Residency, and Appointment pages by clicking the link for Proof of Residency.