

Dear Parents/Guardians,

Later this afternoon you will be receiving an email with a link and instructions to complete your online registration for the 2020-2021 school year. If you have more than one child currently enrolled, you will receive a SEPARATE EMAIL FOR EACH CHILD. The link in the email contains a “Snapcode” that will take you directly to the information specific to that child. When you follow the link for the first time you will be asked to create an account. You can (and should) use the same account information for each child you register. ****IMPORTANT: Please be sure to write down your account information in a safe place so that you will not have problems the next time you log in.**

Families enrolling new siblings: There should be a link to add a new student when you complete your enrollments for your existing children. If not, please let us know and we will send you a separate link to register the new student.

The online registration process can be rather lengthy. There is a lot of information to enter, as well as documents to download and print to be returned to the school, or to be uploaded back into the system. You do not need to complete all of it in one sitting; you can re-start where you left off by signing in with your account information.

Things to remember:

- If you have more than one child enrolled, you will receive a separate email for each child. Because this is the first time we are doing this, the emails may be sent to different addresses, so please be sure that you check all of the email addresses that you have on file with us. Once you create an account (and use the same account information for each child) you will see all of your students in one place.
- When registering, you will see that the student’s grade is still listed as the grade they are currently in, and you do not have the ability to change it. This is fine, and will correct itself when the school year changes.
- Going forward, keep in mind that whoever you choose to be your “Contact 1” will become your primary contact, including phone number and email.
- We are asking that you **complete your online registration by March 31, 2020.**

If you have any questions, please email registration@sttaob.com, or contact the school office when we return on Tuesday, February 18.

Thank you and have a good day!