



## Registration FAQs

### **1. What are the dates and times for Registration?**

Registration will be completed on-line using Info Snap. *Returning* students and *New* students to the district must come to Student Services at the Board prior to July 20 if they did not pre-register in the Spring. After July 20, students may register at their school.

### **2. When will Registration begin?**

June 2-August 6

### **3. Who should participate in Registration?**

All Bartlett City Schools students, including shared residence students zoned for Bartlett City Schools for the 2015-16 school year must participate. In addition, all approved transfer/non-resident students must participate.

### **4. If I completed the on line pre-registration form, do I have to complete the full registration form?**

Yes, all students must complete the full registration form.

### **5. What will I need to complete the form?**

All families that completed the pre-registration process will receive a *snapcode* via the email address that is on file with BCS. You must have this *snapcode* in order to complete registration.

### **6. Do I have to bring/or upload immunization certificates/shot records if I currently have a student enrolled?**

Immunization certificates/shot records will be required prior to enrollment only for new students to the district, incoming kindergarten students, and all rising 7<sup>th</sup> graders.



**7. If I did not pre-register, how do I begin the registration process?**

You will need to contact Student Services at 901-202-0855 ext. 238 prior to July 20. After July 20, you may contact your student's school. You can also visit our website [www.bartlettschools.org](http://www.bartlettschools.org) for additional information regarding specific dates and times for summer registration.

**8. If I have a computer at home do I have to complete registration at the school or Central Office?**

No, once you have completed the pre-registration process (including providing your two-proofs of residence) you can complete the process from any electronic device (cell phone, computer, or tablet that has access to Internet services).

**9. When I complete my online registration, do I have to attend (Be Ready Day on August 4, 2015)?**

All families are encouraged to attend this day. Families will have the opportunity to meet their teachers, pick up class schedules, join the PTA, drop off school supplies, tour the building, pick up bus information, meet with the nurse, etc.

**10. Do I need to upload my proofs of residence if I provided them during pre-registration?**

No. This option is available for families that did not have the opportunity to do so. \*Remember at anytime, the district has the right to request updated proofs of residence.

**11. Who pays tuition?**

Approved non-resident students who live outside of Shelby County will be required to pay tuition.



**12. Do I have to bring immunization certificates/shot records if I currently have a student enrolled?**

Immunization certificates/shot records will be required prior to enrollment only for new students to the district, incoming kindergarten students, and all rising 7<sup>th</sup> graders.

**13. If I have a student in preschool or Pre-K, will I be able to select this grade level using the Infosnap online registration system?**

Yes. For all schools that have these programs, parents should register students during this time. All Pre-K students must be pre-approved.

**14. Who can I contact to change an email addresses?**

Before July 20, please contact Student Service at 901-202-0855 ext. 238. After July 20, please contact your student's attendance office.