

**Board Report**  
**March 7<sup>th</sup>, 2019**  
**Scott Savage, Technology Coordinator**

**Training dates:**

The first webinar on setting up online registration is March 28<sup>th</sup>. Ms. Skinner and I will attend that session. April/May will offer more trainings TBA. We will either include staff on official training sessions and/or attend Lumen trainings ourselves so that we can train staff in-house.

**Practical training planning for secretaries:**

Mrs. Skinner and I will attend the first registration training session at the end of the month. We will gather our questions for Lumen after that meeting, attend the next training, and have those questions answered. The next step will be planning training sessions for secretaries and answering their questions.

**Opening online registration:**

Principals have decided that online registration will open two weeks prior to registration day. Building level secretaries return to school one week prior to registration day. I am planning to temporarily modify the building level phone trees to inform parents that they may call the District Office in order to have their Lumen passwords reset.

Ms. Skinner will need to oversee the required notifications for registration be published in the paper, school website, pushed out via the notification system, social media, etc.

**Alignment of online registration forms:**

The online registration forms are largely complete. The Title Compact form is the last major outstanding form. There are some paper forms such as Student Medical Authorization, Medication Administration, proof of Dental Exams, and possibly others, that are included with the on-line form Awareness of Online Documents. This type form must be printed or obtained by parents, signed by medical staff, and then returned to the school. These types of forms cannot generally be filed online.

The online forms are being printed and distributed to secretary staff this week/next week for review. I will make any requested changes. Then, a printed copy of the online forms will be the definitive paper backup set if necessary. If changes to online forms are made the secretaries can be instructed to print a fresh copy of that form.

**Registration day:**

During registration day I will be in the HS library with the computers available for parents to register in person if they have not registered online in the previous two weeks. The expectation we need conveyed is that parents will register online, pay in person, and print at home or pick up any paper forms related to the Awareness of Online Documents. We should not have any paper forms on hand for people to fill out. Handing out paper copies of forms would largely defeat the purpose of online registration. We will need a number of staff on hand (6-10) to assist parents with getting started registering online.

**Registration concerns:**

It is unknown at this time how many parents will register online ahead of time. Also unknown how many parents will appear to register in person.

The safest course of action would be to have a crew of staff available to assist parents registering online. Pre-K registration will need to be moved elsewhere from the library.

The library would be the safest location so that we can keep track of the chromebooks set out for registration.

We will likely need to adjust signage at registration instructing parents who have not registered to proceed to the library first then the appropriate tables for payment.