

Online Registration FAQ

➤ **Who can use on-line registration?**

- *Parents/Guardians of students who were enrolled during the past 22-23 school year.*
- *Parents/Guardians of families new to the Panhandle School District.*

➤ **I already have children in the district. How do I add a new student from my family (such as a kindergartener, etc.)?**

The option to add a new student is available when you register your current student(s). If your new student is a preschooler, preschool students must complete a screening and be approved before registering online.

➤ **My family is new to the Panhandle District. How do I register my students?**

Go to www.panhandleschools.com, scroll over the "Information" tab and click "Online Registration 23-24" select "New Student Registration". After submitting the requested information, you will receive a welcome email with information on how to complete the registration process.

➤ **What is required for online registration?**

If your student was enrolled in 22-23, you must have access to your child's school TeacherEase account.

➤ **How do I know if I have access?**

If you have checked your student's grades or lunch balance online, you have access.

➤ **What if I have never checked my child's account or have forgotten how?**

Contact your school's office. You will need to provide a valid email address.

➤ **Can I pay registration fees and put money on my child's lunch account?**

Yes, using any major credit card. A convenience fee will be added to each transaction to offset the cost of the service.

➤ **Do I have to pay registration fees online when I register?**

No. Payment of registration fees can still be done by check/cash.

➤ **What if I do not have internet access or have other difficulties with online registration?**

If you are unable to register on-line, you can schedule an appointment for in-person registration by calling the district office at 217-229-4215. In-person registration will be held on Thursday, August 3 from 3pm-6pm.

Parents will still be required to provide additional documents such as proof of school/sports physicals, dental/eye exams, medication forms, etc. A list of required school forms and the grades they pertain to are available at the following: www.panhandleschools.com/district/registration-information. Completed forms can be mailed, scanned and emailed, delivered in-person, or sent with your student on the first day of school.