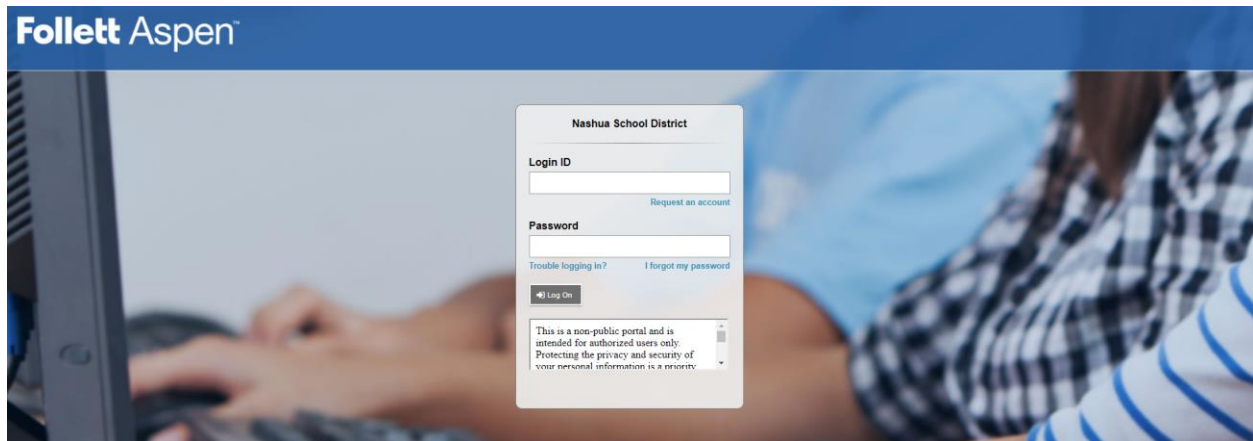


Register your Child Online with your Nashua School District Portal Account

Travel to <https://nh-nashua.myfollett.com/aspen/logon.do>

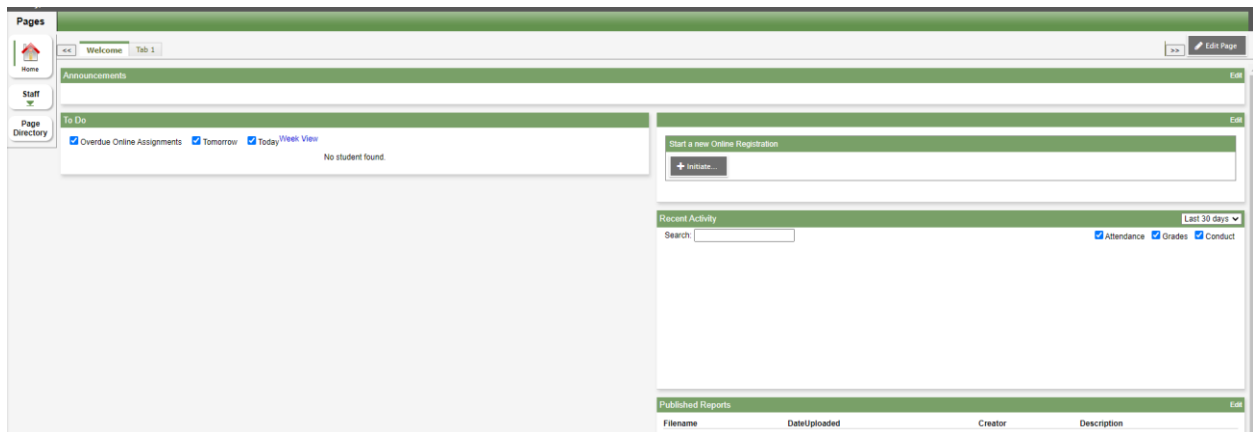
This link will take you to the following page:



The screenshot shows the login interface for the Nashua School District Follett Aspen portal. The header features the 'Follett Aspen' logo. The main content area is a white login box with the title 'Nashua School District'. It contains fields for 'Login ID' and 'Password', with a 'Request an account' link next to the password field. Below the password field are links for 'Trouble logging in?' and 'I forgot my password'. A 'Log On' button is positioned below these links. At the bottom of the login box, a disclaimer states: 'This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.'

Use your account credentials to sign into the Nashua School District Aspen Portal.

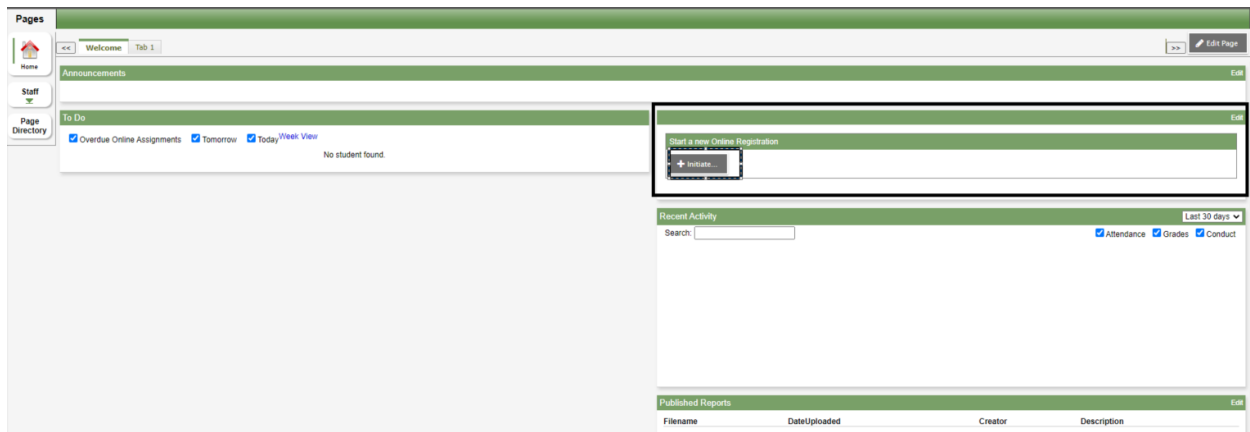
Once logged in, your screen will look something like this:



The screenshot displays the dashboard of the Nashua School District Aspen Portal. The interface includes a left sidebar with navigation links: 'Pages', 'Home', 'Staff', and 'Page Directory'. The main content area is divided into several sections: 'Welcome' with a 'Tab 1' dropdown and an 'Edit Page' button; 'Announcements'; 'To Do' with a list of tasks including 'Overdue Online Assignments', 'Tomorrow', and 'Today/Week View', and a note 'No student found.'; 'Start a new Online Registration' with an 'Initiate...' button; 'Recent Activity' with a search bar and filters for 'Attendance', 'Grades', and 'Conduct'; and 'Published Reports' with a table header showing 'Filename', 'DateUploaded', 'Creator', and 'Description'.

*Note your screen may look different based upon previous portal activity.

To begin the registration, select “Initiate” in the “Start a new Online Registration”



Upon a closer look, this area of the page will look like:



After you click on “Initiate” the registration will begin and a pop-up window will appear which contains a number of forms which need to be filled out.

*Please note, at any point during the registration process, you can select a “Save & Close” button at the bottom of the screen which will save your progress and close the registration.

A screenshot of a registration form. At the top is a horizontal navigation bar with tabs: Start, Student, School, Family/Contacts, Additional Info, Language, Health, Services, Forms, Documents, Submit. The 'Start' tab is active. Below the navigation bar is a section titled 'INSTRUCTIONS' with a 'Personal Information Notice' paragraph. To the right is the Nashua School District logo with the tagline 'Gateway to Opportunity'. Below this is a section titled 'SCHOOL YEAR SELECTION' with the instruction 'To begin registration, select a school year below:'. There are two radio button options: '2020-2021' and '2021-2022'. At the bottom, there's a footer bar with a message: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' Below this message are four buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Save & Close' button is highlighted with a black rectangular border.

To pick back up and return to this registration, on your Nashua Portal Account Home Screen, underneath the “Start a new Online Registration” box, you will see a “Resume working on any Online Registration that has already been started”

The screenshot shows the Nashua Portal Account Home Screen. On the left is a sidebar with links: Home, Staff, and Page Directory. The main content area has a 'Pages' header with a 'Welcome' tab. Below this is an 'Announcements' section. The 'To Do' section shows 'Overdue Online Assignments' with a 'No student found' message. The 'Resume working on any Online Registration that has already been started' section is highlighted with a red box. It contains a table with columns: Name, Grade, School > Name, Workflow Phase, and Actions. The table has one row with a redacted name, 'First Grade', 'Not submitted', and a green checkmark icon. Below the table is a 'Recent Activity' section with a search bar and filters for Attendance, Grades, and Conduct.

Upon a closer look, this area of the page will look like:

Resume working on any Online Registration that has already been started				
Name	Grade	School > Name	Workflow Phase	Actions
[Redacted]	First Grade		Not submitted	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click on the Green checkmark and the previously saved registration will open and you may continue to fill it out.

Now that we know how to start our registration, as well as save our current progress to return later. We can continue to fill out the registration.

The first page of registration is the School Year Selection

Select the school year which you are registering your child for and then select “Next”

The screenshot shows the Nashua School District registration form. At the top is a navigation bar with tabs: Start, Student, School, Family/Contacts, Additional Info, Language, Health, Services, Forms, Documents, and Submit. The 'Start' tab is selected. Below the navigation bar is a section titled 'INSTRUCTIONS' with a 'Personal Information Notice'. To the right is the Nashua School District logo with the tagline 'Gateway to Opportunity'. The main section is titled 'SCHOOL YEAR SELECTION' and contains the text 'To begin registration, select a school year below:'. There are two radio buttons: '2020-2021' and '2021-2022', with '2021-2022' selected. At the bottom is a footer with the text 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' Below this is a row of buttons: Previous, Save & Close, Next (highlighted with a red box), and Cancel.

The next page of the form is the Student Information page. Fill out the fields and then select “Next” at the bottom of the form.

*Note: All fields with a red asterisk are required.



**Note: Some pages/tabs of the form will require scrolling within the window to reach the bottom of the form. The “Next” button will not appear until you have reached the bottom.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	----------------	--------	-----------------	-----------------	----------	--------	----------	-------	-----------	--------

Student Information

<u>Legal Name</u>		<u>Preferred Name</u>	
First *	<input type="text" value="New"/>	First	<input type="text" value="New"/>
No middle name	<input checked="" type="checkbox"/>	Middle	<input type="text"/>
Middle	<input type="text"/>	Last	<input type="text" value="Student"/>
Last *	<input type="text" value="Student"/>		
Suffix	<input type="text" value="v"/>		
Gender *	<input type="text" value="U"/>		

Birth and Citizenship

<u>Place of birth</u>	
City *	<input type="text" value="Manchester"/>
State *	<input type="text" value="NH"/> 
Country *	<input type="text" value="United States"/> 
Born Abroad?	

Following the Student Information tab is the School Selection tab. On this screen, select the neighborhood school of your student/child.

*Note: If you are not sure which school to select, use the link provided under the “Need Help Selecting the Appropriate School?” heading. This page will help you determine your neighborhood school.

StartStudentSchoolFamily/ContactsAdditional InfoLanguageHealthServicesFormsDocumentsSubmit

School Selection

The school your child attends is assigned based on your current address.

Need Help Selecting the Appropriate School?

[Click Here to locate the appropriate school based on your address.](#)

Required: Select the school appropriate for your address

Selected:Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/>	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
<input type="radio"/>	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
<input type="radio"/>	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
<input type="radio"/>	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
<input type="radio"/>	Charlotte Avenue Elementary School	48 Charlotte Ave	Nashua	603-966-1940	PK4	05

Once you have determined and selected your appropriate neighborhood school, click on “Next” at the bottom of the window.

Selected: **Amherst Street Elementary School**Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input checked="" type="radio"/>	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
<input type="radio"/>	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
<input type="radio"/>	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
<input type="radio"/>	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
<input type="radio"/>	Charlotte Avenue Elementary School	48 Charlotte Ave	Nashua	603-966-1940	PK4	05
<input type="radio"/>	Dr. Norman W. Crisp Elementary School	50 Arlington St	Nashua	603-966-2100	PK4	05
<input type="radio"/>	Fairgrounds Elementary School	37 Blanchard St	Nashua	603-966-2220	PK4	05
<input type="radio"/>	Ledge Street Elementary School	139 Ledge St	Nashua	603-966-2120	PK4	05
<input type="radio"/>	Main Dunstable Elementary School	20 Whitford Rd	Nashua	603-966-2320	PK4	05
<input type="radio"/>	Mount Pleasant Elementary School	10 Manchester St	Nashua	603-966-2400	PK4	05
<input type="radio"/>	New Searies Elementary School	39 Shady Ln	Nashua	603-966-3620	PK4	05
<input type="radio"/>	Sunset Heights Elementary School	15 Osgood Rd	Nashua	603-966-3680	PK4	05

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

PreviousSave & CloseNextCancel



The following tab is the “Family/Contacts” tab. This is where the information for any of the student’s contacts will be entered, as well as any siblings the student may have who are already registered with the district.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	------------------------	-----------------	----------	--------	----------	-------	-----------	--------

Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
No matching records						

Legal Information

☐ Is this student subject to a parenting plan or any court order?

If you answered **Yes**, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.


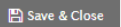


Siblings

Siblings **ALREADY** attending a school in this district

First Name	Last Name	Sibling Grade	School Name
No matching records			

☐ Will this student have a sibling four (4) years of age this current school year?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.



To add a contact, click on “Add” below the “Parent/Guardian/Other Contact” box.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	------------------------	-----------------	----------	--------	----------	-------	-----------	--------

Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
No matching records						

This will open a form for the contact information to be entered.

*Note all fields with a red asterisk are required

Complete this form for at least one parent/guardian

First name *

Last name *

Gender

Relationship *

Contact Order/Priority

Contact priority in case of an emergency 1

Email Address

For custodial parents/guardians, a primary email is required.

Primary email

Phone Information

Enter at least one phone number

Priority #

Number

Phone 1 *

Phone 2

Phone 3

Phone numbers will be formatted according to the pattern:
'918-123-4567'

Contact Questions

* Does this contact live with this student?

Yes

No

* Is this contact a guardian for this student?

Yes

No

* Can this contact pick up this student?

Yes

No

* Can this contact receive Automated Phone Calls?

Yes

No

* Should this contact receive email for this student?

Yes

No

* Can this contact receive Grades?

Yes

No

* Can this contact receive conduct information?

Yes

No

* Can this contact receive attendance information?

Yes

No

Address fields are mandatory for non-custodial contacts

Physical Address

Is the physical address the same as the student? Yes

Mailing Address

Mailing address same as the physical address? Yes

OK

Cancel

You will now see that contact listed in the “Parent/Guardian/Other Contact” box

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	-----------------	-----------------	----------	--------	----------	-------	-----------	--------

Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

	First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
<input type="checkbox"/>	New	Parent	1	Father	555-555-5555		newParent@email.com

+ Add **Delete**

Once you have completed entering the information on this page, select “Next” at the bottom of the page.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	-----------------	-----------------	----------	--------	----------	-------	-----------	--------

Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

	First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
<input type="checkbox"/>	New	Parent	1	Father	555-555-5555		newParent@email.com

+ Add **Delete**

Legal Information

☐ No ☐ Yes Is this student subject to a parenting plan or any court order?

If you answered **Yes**, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

Siblings

Siblings **ALREADY** attending a school in this district

First Name	Last Name	Sibling Grade	School Name
No matching records			

☐ No ☐ Yes Will this student have a sibling four (4) years of age this current school year?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Previous **Save & Close** **Next** **Cancel**

The next tab is the “Additional Info” tab. This tab collects information about the student which was not previously collected.

*Note all fields with a red asterisk are required

Start Student School Family/Contacts **Additional Info** Language Health Services Forms Documents Submit

School History

Provide information about the student's last school or program attended

Date last attended

Previous school grade

Previous school name

Previous school phone

Previous attendance in this district

Has the student ever attended a school in this district?

If yes, what is the name of the last school attended in this district?

Additional Student Information

* Is this student a military dependent? If so, select type:

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Student has permission to be photographed/videotaped (except school-wide events on Nashua ETV)?

**Please note that by selecting "No", your child may not appear in school yearbooks.*

Does this student have access to a computer?

Does this student have access to the internet?

Student has permission to be interviewed?

College recruiters

Military recruiters (including address and phone number)

Once the form has been filled in, select “Next” at the bottom of the page.

Additional Student Information

* Is this student a military dependent? If so, select type:

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Student has permission to be photographed/videotaped (except school-wide events on Nashua ETV)?

**Please note that by selecting "No", your child may not appear in school yearbooks.*

Does this student have access to a computer?

Does this student have access to the internet?

Student has permission to be interviewed?

College recruiters

Military recruiters (including address and phone number)

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

The following tab is the “Language” tab. This is the Nashua School District Home Language Survey which collects information on the languages spoken by both the parent/guardian as well as the student/child.

*Note all fields with a red asterisk are required

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	-----------------	-----------------	-----------------	--------	----------	-------	-----------	--------

**Nashua School District
Home Language Survey**

Dear Parents or Guardian: In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the section below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated.

Language Background

What language(s) is (are) spoken in the student's home or residence? *

What was the first language your child learned? *

What is the home language of each parent/guardian? *

Mother

Father

Guardian

What language(s) does your child understand?

What language(s) does your child speak?

Once the fields have been filled in, select “Next” at the bottom of the page.

Is there anything else you think is important for the school to know about your child?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous Save & Close **Next →** × Cancel

The following tab is the “Health” tab. This is where you will enter any necessary health information for your student/child.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	-----------------	-----------------	----------	---------------	----------	-------	-----------	--------

Primary Physician and Health Insurance

Physician	<input type="text"/>
Physician phone	<input type="text"/>

Medical Information

List any student medical conditions:

Medications and Allergies

What medications does the student take? If none, enter "N/A".

List student daily medications and/or procedures:

☐ Bee stings ☐ Food ☐ Latex ☐ Medication ☐ Requires Epi-pen

Provide any explanations for the selected allergies, or others not listed above.

Vision, Hearing and Speech

Does the student appear to have any vision, hearing or speech problems?

Once the fields have been filled in, select “Next” at the bottom of the page.

Vision, Hearing and Speech

Does the student appear to have any vision, hearing or speech problems?

Student wears glasses

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous

Save & Close

Next →

✕ Cancel

The next tab is the “Services” tab. This is where information on any special education support will be collected. Check off the boxes which apply and select “Next” at the bottom of the page.

The screenshot shows the 'Services' tab selected in a navigation bar. The main heading is 'Special Education Support'. Below it, a question asks: 'Does your child have any of the following? If so, please bring the paperwork to the school at your appointment.' There are three rows with checkboxes: 'I.E.P.', '504', and 'ELL'. At the bottom, there are four buttons: 'Previous', 'Save & Close', 'Next' (highlighted with a black box), and 'Cancel'. A message at the bottom states: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.'

The next tab is the “Forms” tab. This tab contains Nashua School District forms which can be completed online. These forms include:

- Responsible Use Guidelines – Form for use of technology
- Student Handbook
- Immunization Requirements
- Request for Student Records
- Middle & High School Health Consent

The screenshot shows the 'Forms' tab selected in a navigation bar. The main heading is 'Forms'. Below it, a message says: 'Please acknowledge all forms before moving to the next page.' There are five buttons: 'Responsible Use Guidelines', 'Student Handbook', 'Immunization Requirements', 'Request for Student Records', and 'Middle & High School Health Consent'. The 'Responsible Use Guidelines (R.U.G)' form is displayed, including a paragraph about the Nashua School District's (NSD) computer network and Internet access, and a section titled 'Educational Purpose'.

You can scroll down the page through all of the forms and fill out the necessary and applicable fields. Once you have reached the bottom select “Next”

The screenshot shows the 'Middle & High School Health Consent Form'. At the top, there are five buttons: 'Responsible Use Guidelines', 'Student Handbook', 'Immunization Requirements', 'Request for Student Records', and 'Middle & High School Health Consent'. The main heading is 'Middle & High School Health Consent Form'. Below it, a message says: 'My child has a diagnosis or medical condition of'. There is a large text input field. At the bottom, there are four buttons: 'Previous', 'Save & Close', 'Next' (highlighted with a black box), and 'Cancel'.

The following tab is the “Documents” tab. This tab allows you to upload documents that are required by the district for registration.

*Note if you are unable to upload documents to the registration portal, accommodation may be made to bring your documents to your student/child’s registered school.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	-----------------	-----------------	----------	--------	----------	-------	------------------	--------

Documentation

Required Documentation for New Students to this district:

The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passsport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
 - Notarized Host Residency Form
 - Host must accompany parent at time of registration
 - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

Name	Type	Filename	Document
No matching records			

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

To upload a document, select “Upload” under the “Documentation” box.

Documentation

Required Documentation for New Students to this district:

The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passsport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
 - Notarized Host Residency Form
 - Host must accompany parent at time of registration
 - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

Name	Type	Filename	Document
No matching records			

A window will open which looks like this:

The screenshot shows a web browser window with the URL `https://x2.nashua.edu/aspen/childDetail.do?prefix=DOC&context=stude...`. The page displays a form with the following fields:

- Name ***: A text input field.
- Type of Document**: A dropdown menu.
- Upload ***: An upload button with an upward-pointing arrow.
- Filename**: A text input field.

At the bottom of the form are two buttons: **Save** (with a floppy disk icon) and **Cancel** (with an 'X' icon).

Enter a name for the document, select the type of document, and click on the arrow pointing upwards to find and select the document to be uploaded. Once the document has been selected and imported click on “Save”

This screenshot shows the same form as the previous one, but with data entered:

- Name ***: `New Student Birth certificate`
- Type of Document**: `Birth Certificate` (selected in the dropdown)
- Upload ***: An upward-pointing arrow.
- Filename**: `NewStudentBirthCertificate.pdf`

The **Save** button is now highlighted with a black border.

That document will now appear in the “Documentation” box.

- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
 - Notarized Host Residency Form
 - Host must accompany parent at time of registration
 - Host must show photo identification and proof of residency: *two different recent utility bills or current lease and/or mortgage agreement in host name*

	Name	Type	Filename	Document
<input type="checkbox"/>	New Student Birth certificate		NewStudentBirthCertificate.pdf	

Upload any and all documents listed which you are able to upload and then select “Next” at the bottom of the page.

The screenshot shows the 'Documents' tab of a registration form. At the top, a navigation bar includes tabs for Start, Student, School, Family/Contacts, Additional Info, Language, Health, Services, Forms, Documents (which is active), and Submit. The main heading is 'Documentation'. Below it, the text reads 'Required Documentation for New Students to this district:'. A paragraph states 'The following documentation is required for registration' followed by a bulleted list of requirements: Original or certified Birth Certificate, Immunization Record, Medical Physical Examination, Proof of Residency, Legal Paperwork, and documentation for children living with a host. Below the list is a table with columns: Name, Type, Filename, and Document. One row is visible for 'New Student Birth certificate' with the filename 'NewStudentBirthCertificate.pdf'. Below the table are 'Upload' and 'Delete' buttons. A message at the bottom of the content area says 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' At the very bottom, a navigation bar contains buttons for Previous, Save & Close, Next (which is highlighted with a red box), and Cancel.

Start Student School Family/Contacts Additional Info Language Health Services Forms Documents Submit

Documentation

Required Documentation for New Students to this district:

The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
 - Notarized Host Residency Form
 - Host must accompany parent at time of registration
 - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

	Name	Type	Filename	Document
<input type="checkbox"/>	New Student Birth certificate		NewStudentBirthCertificate.pdf	

Upload Delete

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Previous Save & Close **Next** Cancel

The last tab is the “Submit” tab. Enter any final information necessary in the box and click “Submit” at the bottom of the page

The screenshot shows the 'Submit' tab of the registration form. The navigation bar at the top is the same as the previous screen, but the 'Submit' tab is now active. The main heading is 'Done!'. The text says 'Congratulations! You have reached the end of the Registration form.' and 'Once submitted online, your child's school will be in touch to arrange an appointment for registration completion. You will need to provide the original documents at that time.' Below this is a text area for 'Enter any final notes or comments for the registrar (optional)'. A message at the bottom of the content area says 'Click each tab and review the information. When all information is accurate and complete, click Submit.' and a note states 'Note: Once you click Submit, you will not be able to edit this form.' At the bottom, a navigation bar contains buttons for Previous, Save & Close, Next, Submit (which is highlighted with a red box), and Cancel.

Start Student School Family/Contacts Additional Info Language Health Services Forms Documents Submit

Done!

Congratulations! You have reached the end of the Registration form.

Once submitted online, your child's school will be in touch to arrange an appointment for registration completion. You will need to provide the original documents at that time.

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click **Submit**.

Note: Once you click **Submit**, you will not be able to edit this form.

Previous Save & Close Next **Submit** Cancel

Once you submit you will see the following confirmation screen

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you are notified that your registration has been accepted, the school will contact you regarding any required documents.

Welcome to the Nashua School District

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

Print

Close

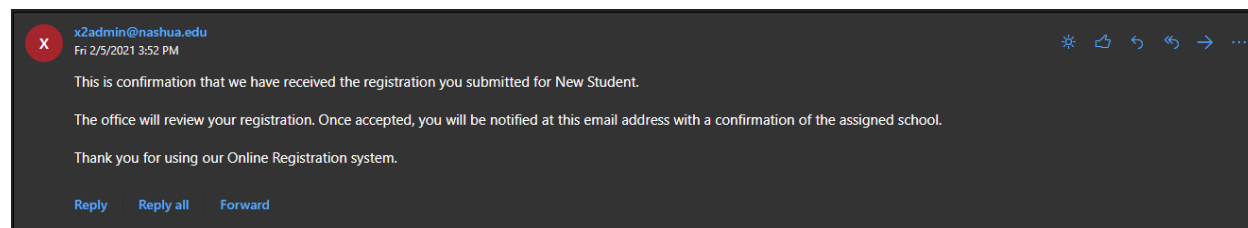
Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you are notified that your registration has been accepted, the school will contact you regarding any required documents.

Welcome to the Nashua School District

As mentioned on the confirmation screen, a confirmation email will be sent. That email will appear as:



This is confirmation that we have received the registration you submitted for New Student.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.