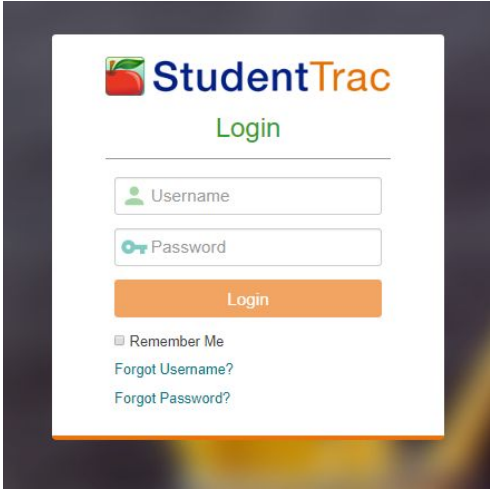
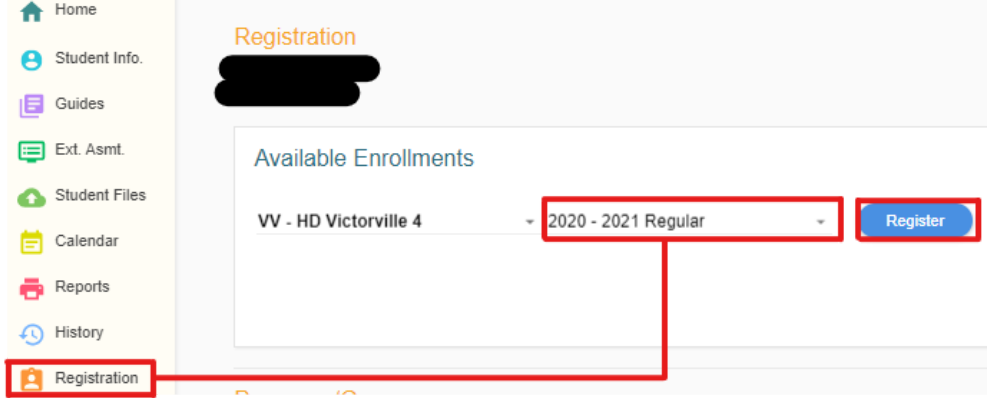
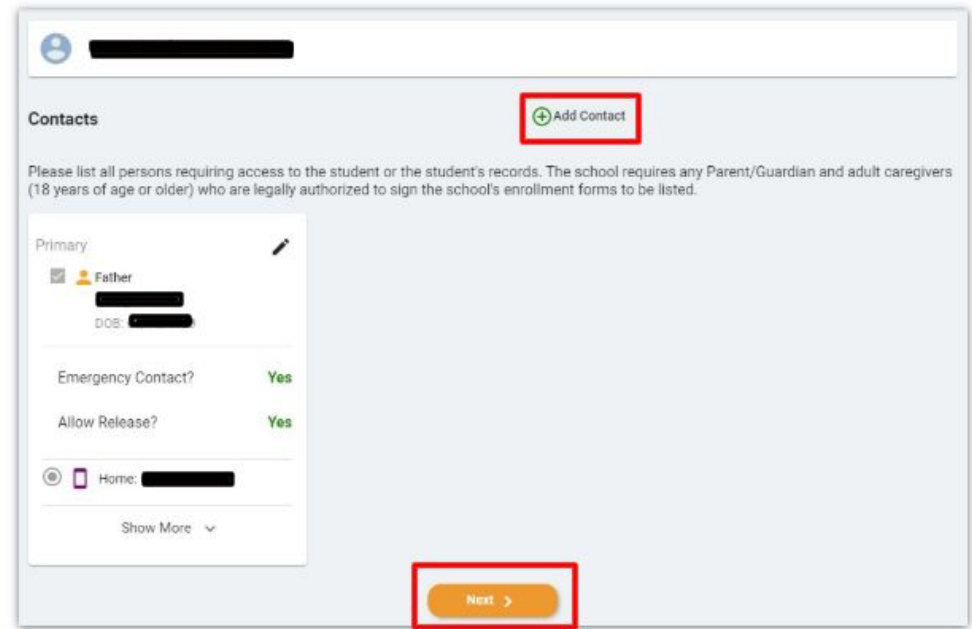


Re-Enrollment for 2020-2021 School Year

The new school year will begin Wednesday, July 1st. To continue enrollment with OFY please complete registration and sign your course contract through Student Trac for the 2020-2021 school year.

<p>Student:</p> <ul style="list-style-type: none">• Log into your Student Trac account at studenttrac.com (can be done on your phone)• If you forget your username or password, click the links to recover• Contact your teacher if you need help	
<p>Student:</p> <ul style="list-style-type: none">• Select Registration• Under Available Enrollments: Select 2020-2021 Regular• Click Register	
<p>Student & Parent/Guardian:</p> <ul style="list-style-type: none">• Verify all contact information is accurate• If not, click the pencil to make edits• Add Contacts, if needed• Click Next	

Pre-Registration:

- Student and Parent/Guardian review pre-filled answers and make necessary edits



Registration Forms:

Select either option 1 or 2:

1. **Guided Experience-** answers from Pre-Registration will populate
2. **Manual Entry-** to fill out all required forms for enrollment manually






All areas **highlighted in red** are required fields for enrollment

The forms will highlight the areas that require to be filled out.



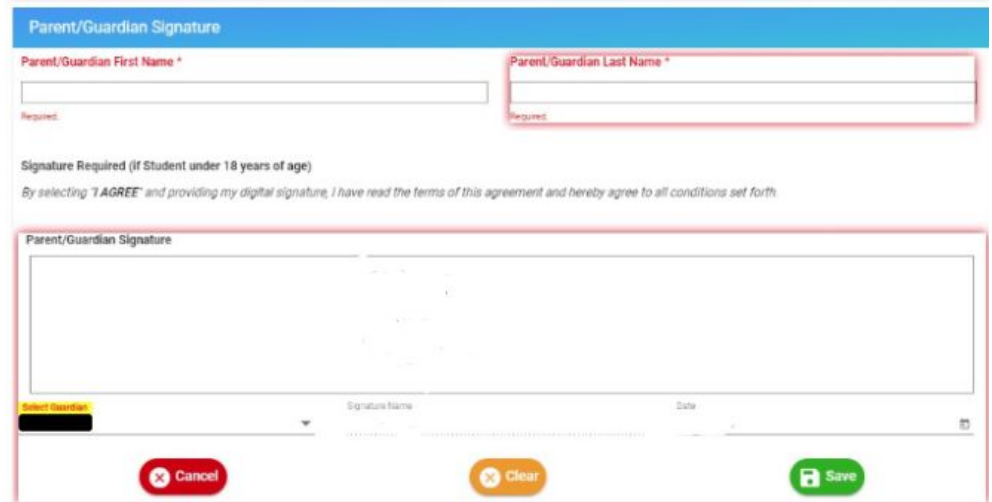
The following **icons** will appear throughout the registration process

- Review the meaning of each icon

	Blue icon	The current page number the user is filling out.
	Grey checked icon	Previous pages that were completed.
	Yellow icon	Pending pages that require more information.

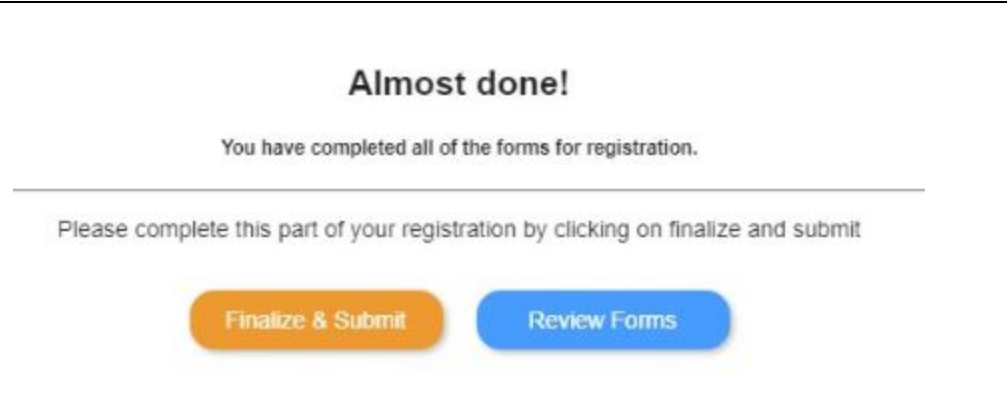
Student & Parent/ Guardian Signatures:

- Sign/print **first and last** name for all required signatures
- Forms requiring Parent/Guardian signatures will default to **Primary Contact**



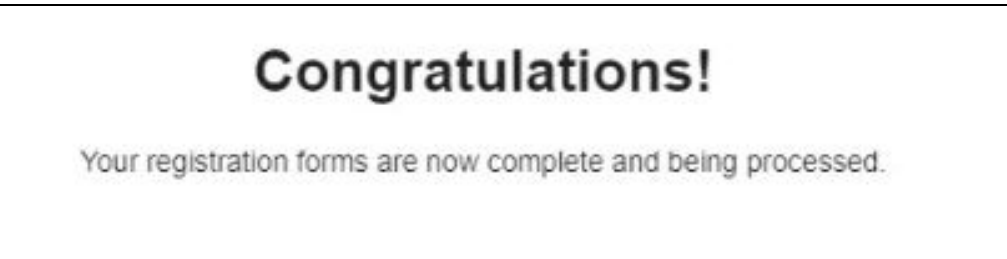
Form List:

1. Review forms
2. Then **Finalize & Submit**



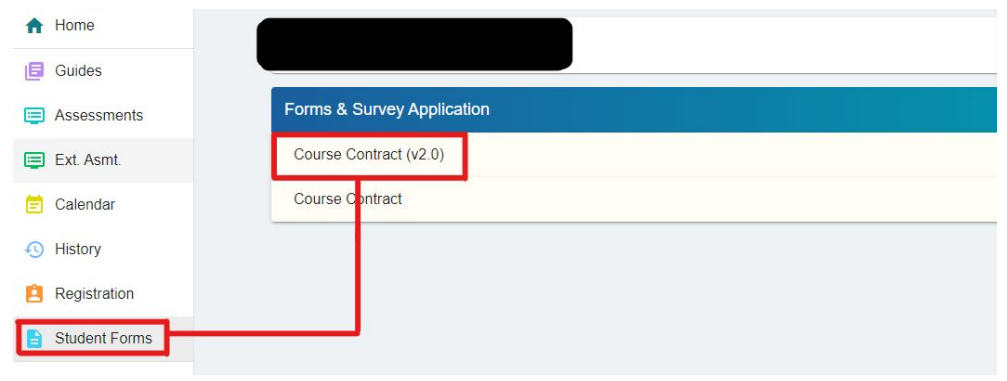
All done!

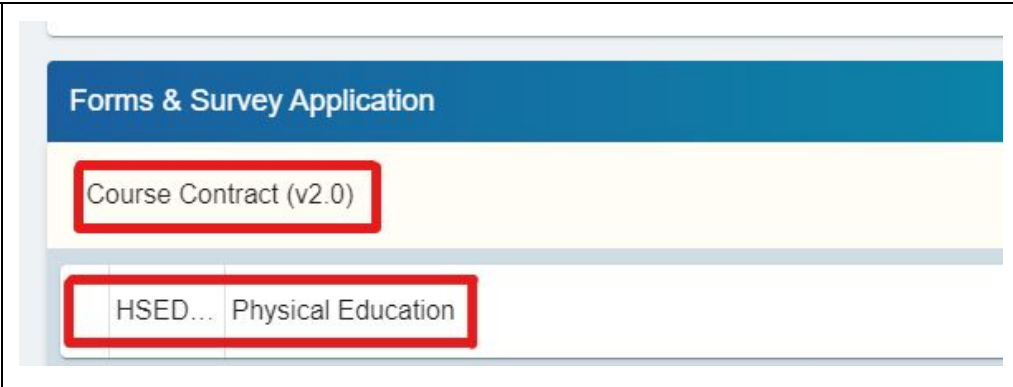
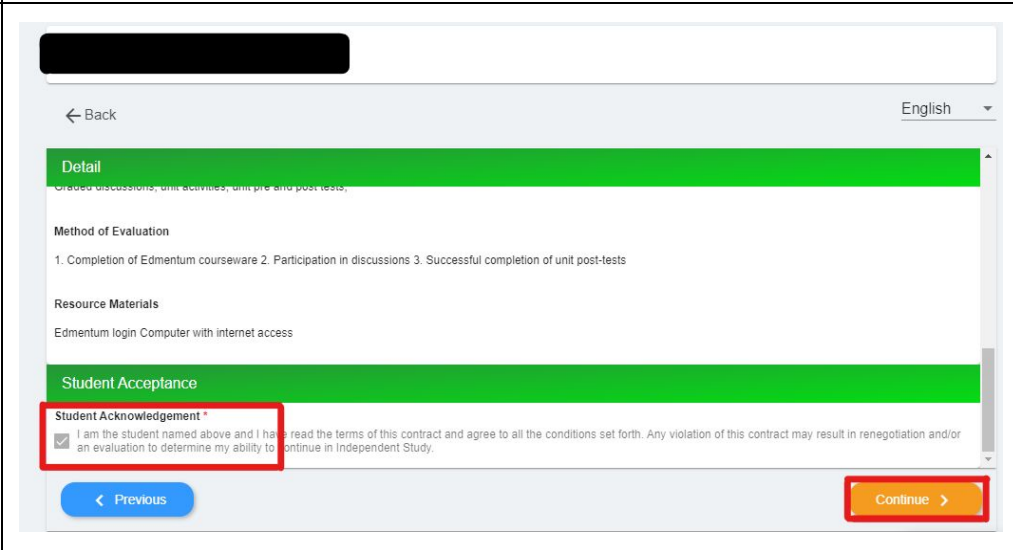
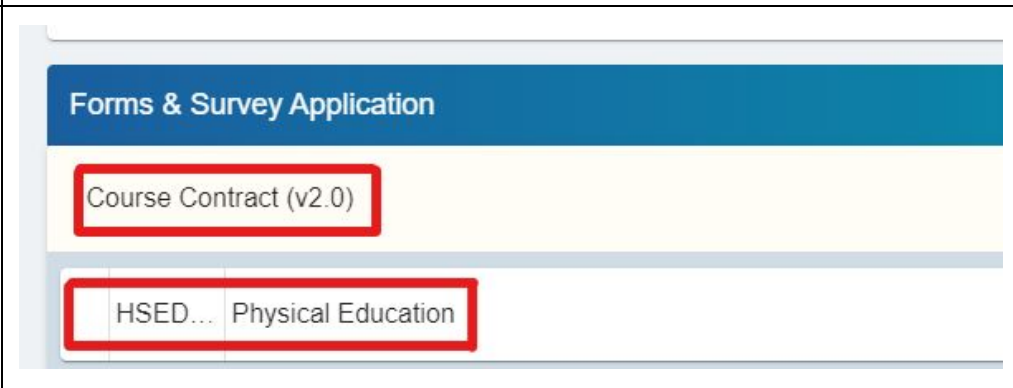
- Notify your teacher once complete
- Teacher & Center Coordinator will verify completion



Course Contract

- Select **Student Forms**
- Under **Forms & Survey Application** Select **Course Contract** and a drop down will appear with all the classes your student has signed before



<p>Student:</p> <ul style="list-style-type: none"> Click on the first class available 	
<p>Student:</p> <ul style="list-style-type: none"> Scroll to the bottom of the page until you get to Student Acceptance Click the checkbox under Student Acknowledgement Click Continue when done 	
<p>Student:</p> <ul style="list-style-type: none"> Once back to Forms & Survey Application you are done! 	
<p>All done!</p> <ul style="list-style-type: none"> Notify your teacher once you have completed Registration & signing Course Contracts Teacher, Center Coordinator & AT2 will verify completion 	