





Registration steps for 2020-2021 school year

Registration *must* be completed no later than **June 28th, 2020** in order to return to school on July 1st or July 2nd. If registration is not completed by this date, the student and parent/guardian will be required to go back through the enrollment process, including orientation.

- Go to the following website: studenttrac.com/registration/ofy
- You'll be required to enter your student's username and password.
- Once logged in, you'll want to select the **MENU** Tab  on the left hand side, and then select **REGISTRATION**  Registration
- Verify the school site is **VICTORVILLE 4** and the available enrollment is **2020-2021 REGULAR** and select **REGISTER**. *Please do not register for Summer 2020.*
- Add in Parent/Guardian contact info. *Parent/Guardian that is signing the registration MUST be marked as PRIMARY. **If student is 18+, list yourself as PRIMARY (relationship: other)*** We must also have an emergency contact.
- All forms must be completed and all questions must be answered. Green checkmarks will show when the form is complete. *** If student is a re-enroll, most of their information will auto populate to new 2020-2021 registration.*
- Student and parent/guardian will read and sign the **MASTER AGREEMENT**. Student and parent/guardian will also read and sign the **ENROLLMENT SIGNATURES**. ***If student is 18+, they will sign just need to sign as student***
- Once all forms have been completed, select **FINALIZE & SUBMIT**

If you incur any issues while registering, please feel free to contact our Center Coordinators for assistance!

megangillespie@ofy.org or sabrinabenson@ofy.org

Thank you!