Registration Instructions for CURRENT Students at Leawood

To enroll and register your student at Leawood Elementary, you will have to complete a two part process.

The first step to this process is EnrollJeffco. All students will use EnrollJeffco for the upcoming school year to indicate where they will be attending school in August. Current students will need to **enroll** to let us know you are returning to Leawood, or changing schools.

The second step to this process is Jeffco Connect. In July/August, you will still need to **register** your student(s) through Jeffco Connect, making sure your contact information is updated, pay fees, and sign off on agreements (Code of Conduct, Media Releases, and other OPT out agreements with your digital signature).

ENROLL/JEFFCO-You will log in and indicate that you are returning to Leawood. You will also be able to apply to a different school of your choice if you choose to.

- Make sure your Jeffco Connect contact information is up to date for your current student(s)
- Complete the EnrollJeffco process
- In July/August, you will **register** your student for the upcoming school year, just like you have in previous years.

JEFFCO CONNECT-You will log in and click on your student(s) name. (If you have more than one student, each one will need to be updated and verified individually. The information does not roll to each student in your family).

1. Enter information for your student on each item on the left side of the screen.
   CLICK ON EACH OF THE FOLLOWING:

- o Residency
- o Contacts – if your mobile phone is used as your house phone,
  mark it as your primary # and put in the first position. Please add
  additional emergency contacts. Update all numbers, emails, check boxes.
- o Health
- o Agreements - Code of Conduct, OPT Out Agreements, etc.

2. When you are finished scroll to the bottom of the screen and:
   - o **CLICK 'SUBMIT'**
   - o **CHECK THE 'I AGREE AND APPROVE SQUARE'** and then
   - o **CLICK 'ACCEPT'** – an electronic signature will be captured when you accept…you will get
     a message at the top of this student's summary page that says your information has
     been sent to the school.

If you have more than one student, you must repeat all steps

Once you have completed updating Jeffco Connect, click on the *Home* button.   You can now access the Jeffco Student Fee Payment, Meal Payments, Free & Reduced Lunch Applications when you are finished.