

April 17, 2017

Dear Parents and Guardians,

It is that time again as we wind down the 2016 -2017 school year and begin preparing for the upcoming 2017-2018 school year. In order to make registration more convenient for guardians, Alexander City Schools will be introducing our new Online Registration System that will allow you to register your child for the upcoming school year directly from your home, work, or any place with internet access. The Registration Gateway instructions are located on the following page. We would like to have everyone's registration completed by June 22.

If you do not have access to a computer, we have one set up at school for your use on April 24th - April 28th. If you cannot be here those days, please call the school for appointment - 256-234-8660.

On back are the registration requirements. Please read carefully, follow Registration Gateway steps properly and bring all required documents to your appointment.

Requirements:

- In order to start the student registration process, a student must reside in Alexander City School District. If living outside of the Alexander City Schools District, you will pay a tuition payment of \$500 for the first enrolling child and \$300 for additional enrolling children to the Alexander City Board of Education.
- The Registration process begins by using the district's secure, online registration system called Registration Gateway. Parents will need to establish an account in Registration Gateway. The same account can be used to register multiple students.
- Once you have registered your child on Registration Gateway, you will use the Appointment Button on Registration Gateway to schedule an appointment with Shameka Richardson. Please make sure you bring the following with you to your appointment.

_____ Proof of Residency:

Home ownership title or lease/rental agreement
Current Utility/Cable Bill

_____ A Government Issued Picture I.D. of the parent and/or custodian who is enrolling the child. **(This will be required from all parents/guardians)**

_____ Custody Documents if Applicable

_____ Birth Certificate

Remember that a student's registration is not complete until all required documentation is presented and processed.

(Front/Back)

Registration Gateway from Home Instructions

1. Enter the following URL: <https://registration.alex.k12.al.us/> to get to the home page. (Make sure to disable pop up blocker.)
2. From the home page, click the Start button on the left, as highlighted below, to create a new account. If you already have a log in then enter it in the fields on the right side of the screen.

Registration Gateway
Alexander City New Student

1879

New Student Registration

New to the site, please click "Start."

Already have a login?

Username
*This field is required.

Password
*This field is required.

[Login Help](#)

Start **Login**

3. If you are creating a new account, after reviewing and agreeing to the Terms and Conditions you will be required to create a username, password and select a challenge question.

Be sure to write down this information so that you can use it to login the system in the future.

4. Finish the remainder of the screens to complete the pre-registration process. If you have any questions please call the school, we will be glad to help you.
5. Use the Appointment button to make an appointment to bring in the required paperwork