

## Online Registration Guide

1. Log into Teacherease (teacherease.com)
  - 1.1. If you do not have a TeacherEase account, please contact the office
2. Hover over the "Miscellaneous" tab at the top of the page and find "Online Registration"
3. Select either "Register New Student" or "Register Existing Student(s)"
4. Add information for all tabs, and when completed with each step hit the green "Next" button
5. Under the "Elementary/Junior High/or High School Parents" tab, if you do not wish to upload the needed documents please select the button that says "I'll bring in this document physically (not upload)"
6. Under the "Grade School/Junior High Information/or Documents for your Information" tab, if you do not wish to print those documents out, there are physical copies in the office
7. Once you get to the "Submit Student Data" tab, you will not be able to proceed with registration unless ALL tabs have a green check mark next to them
8. After all the tabs have been completed, hit the green "Submit" button at the bottom of the page
9. Next it will take you to the "Apply Fees" tab, and then onto the "Pay Fees" tab. If you do not wish to pay online, you can pay all registration fees in the office. **REGISTRATION FEES MUST BE PAID BEFORE THE BEGINNING OF THE SCHOOL YEAR.**

\*For parents with multiple children in the district, you will be taken to the next child right after you complete the first child, and so on.\*

10. Once all the fees have been paid for all students, online registration is complete.
11. For parents that have selected to bring in any documents to the office, please do so BEFORE the beginning of the school year.

\*For any questions/concerns, please contact Hallie in the office by phone at (618) 883-2131, by email at [hkinder@brussels42.net](mailto:hkinder@brussels42.net), or stop by the office during our summer hours of 8:30-3:00 Monday-Friday.\*