



Welcome to Centralia School District!

The following information will guide you to begin the **on-line registration process** for your new student(s) in Centralia School District. You will need a computer and Internet access to complete the process.

Centralia School District offers an online portal, Family Access, to register students. Family Access will also allow you to view helpful student information such as attendance, grade book and pay your child's lunch account. New student registration is available at any time.

In order to register your child as a new student in Centralia School District, you must complete the following online enrollment steps. Only complete the following steps if you are a **new family** to Centralia School District and **do not have any students enrolled in the district**.

(If you already have Family Access and have a new student, but are not a new family to the district, log into to your Family Access account and complete the New Student Online Enrollment section.)

1. Email Address

It is helpful *but not required* to have a valid email account prior to enrolling your child. If you would like to create an email address, complete the following:

- Go to mail.google.com
- Click 'create an account'
- Follow the instructions to create an account.

*Please remember your email address and password as it is separate from the Family Access account information. You will need to access this email account to retrieve your Family Access information.

2. Parent Access Account (New to the District Families ONLY)

- a. Go to www.centralia.k12.wa.us
- b. Click the NSOE tab.
- c. Click Parent Access Account Request.
- d. Fill out the form areas and click Submit.
- e. Log into your email account to retrieve your account information and link.

3. New Student Enrollment

- a. Click the link provided in the email.
- b. Log in to Parent Access.
- c. Complete New Student Online Enrollment and Registration Forms.

All **required documentation/forms** must be taken to your student's school office after you have completed online registration. Your student will not be enrolled as a student in Centralia School District until all documentation has been verified and approved at the student's school.

Required Documentation

1. Current proof of address (examples: utility bill, cable or phone bill, renter's agreement)
2. Child's birth certificate
3. Immunization records

*****Additional New Students*****

If enrolling additional new students, complete the New Student Online Enrollment instructions above for **each new student** only. Complete all enrollment and registration forms for any new students.

Please contact your student's school office if you have any questions.