

## 2018-19 ONLINE REGISTRATION STEPS

1. Go to [www.schoolinsight.com](http://www.schoolinsight.com). Login in with your email and password from School Insight/TeacherEase.

If you forgot your password, you can click on “Forgot Your Password”. It will give you the steps to reset your password.

2. Once you are logged in, you will complete the Registration Form for **each** of your children.
3. Student Handbooks are available for review.  
**PK-5th grade need to click on the Student Handbook Acknowledgement attachment. Fill it out, and have your child return it in the first week of school.**

### **THIS IS NEW:**

**Middle School and High School Students, please click on the link in the registration process to complete Parental Consent Forms.**

4. The final step of the process is to PAY YOUR FEES.  
Click the “Pay Fees” Link at the bottom of the page.

### **REGISTRATION IS NOT COMPLETE UNTIL ALL FEES ARE PAID.**

5. Review the payment totals.

#### **Payment By Check or Cash:**

If you are not paying with credit card, print the page with your fees to turn in with your check or cash. This will ensure that money is distributed into the correct accounts.

#### **Payment By Credit Card:**

If you are paying with credit card, click on “Continue.” You will follow the steps to pay with your credit card.

#### **Free and Reduce Lunch Application:**

If you would like to complete this, please stop by one of our schools in August to pick up the Free and Reduce Lunch Application.

THERE IS A REGISTRATION PACKET AVAILABLE ON OUR WEBSITE.

[WWW.SAGES.US](http://WWW.SAGES.US)