



# ONLINE REGISTRATION

The Sunnyside School District is pleased to provide online registration for **new** students. This brochure will take you through the process for using this convenient online tool.

## LOCATIONS TO REGISTER

This process will take approximately 30 minutes and can be done on personal computers, tablet or mobile devices, or at one of the locations listed below. Please contact the locations ahead of time for hours of availability.

### Sunnyside Library

612 Grant Ave.  
837-3234

### Chief Kamiakin Elementary

1700 E. Lincoln Ave.  
837-6444

### Washington Elementary

1101 S. 9th Street  
837-3641

### Sunnyside High School

1801 E. Edison  
837-2601

### Outlook Elementary

3800 Van Belle Road  
837-3352

### Sun Valley Elementary

1220 N. 16th Street  
836-7520

### Harrison Middle School

810 S. 16th Street  
837-3601

### Pioneer Elementary

2101 E. Lincoln Ave.  
836-2200

### District Office

1110 S. 6th Street  
836-8721

### Sierra Vista Middle School

916 N. 16th Street  
836-8500

## ITEMS NEEDED TO COMPLETE REGISTRATION

- Official Birth Certificate *\*If your child is enrolling in kindergarten, they must turn five on or before Aug. 31, 2017.*
- Immunization Records,
- Proof of Residency within the Sunnyside School District, a utility or cable bill (dated within the last two months), or lease agreement. *\*If you don't live in the Sunnyside School District boundary, please get a release form from your home district. The Sunnyside School District will contact you once your release has been received.*
- Health history with list of allergies and current medications, and
- The name and phone number of at least two emergency contacts.

The first three items can be uploaded through InfoSnap.

## CREATING YOUR INFOSNAP ACCOUNT

Visit [www.sunnysideschools.org/register](http://www.sunnysideschools.org/register) and then click the “New Student” Link. You will need to create an InfoSnap account using your email address as your username. If you do not have an email address, the following sites: Gmail.com, Yahoo.com, and Outlook.com, offer the option to create free email accounts.

### Create Account / Sign In

**Create an Account**  
Not an InfoSnap account holder?

**With an account, you can...**

- Complete forms online
- Save and return to forms in progress
- Print form history

It only takes a minute!

### Create an Account

#### Create an Account

Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create only one account per household so that the system will be able to save and access your information correctly.

#### Adult Account Holder

\* Email Address:  Used for sign-in and important communication

\* Re Type Email Address:  Must be identical

\* Password:  Must be at least 6 characters

\* Re Type Password:

\* First Name:

\* Last Name:

\* Daytime Phone:  Used to provide support if required. If not available, include area code

\* Security Question:  Why did I meet security questions?

\* Security Answer:

\* Security Question 2:

\* Security Answer 2:

I agree to InfoSnap terms and conditions, and to comply with COPPA. I affirm that I am 13 years or older.

## BEGIN REGISTERING THE NEW STUDENT

- Upon the creation of your InfoSnap account, you will enter your student's first and last name, and their date of birth.
- You will be shown an Introduction Page with instructions for using the New Student Registration Form and ways to ensure the information you provide is correct.
- Once you have successfully submitted one New Student Registration Form, you will have the opportunity to begin another from the “Submission Confirmation” page. Only add additional students if they are new to the Sunnyside School District.
- You will receive an email once each New Student Registration Form has been submitted for review.
- School staff will review your submitted registration and notify you via phone, mail or email if any additional information or paperwork is needed.



**SUNNYSIDE**  
SCHOOL DISTRICT  
*Learning Today for a Brighter Tomorrow*

For general registration questions please contact our Family Engagement Department at 509-836-8721. For technical support, visit [infosnap.zendesk.com](http://infosnap.zendesk.com) or click “Contact Us” from any form page.