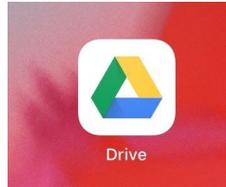
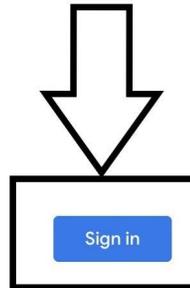


## How to Download a Student Registration Packet: iPhone or iPad Users

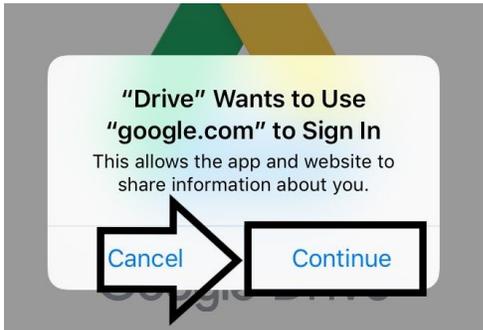
**Step 1:** Make sure that you have Google Drive installed on your iPhone or iPad in order to be able to open and edit the **Student Registration**. If you already have Google Drive installed and are signed in, scroll down to **Step 2** to start.



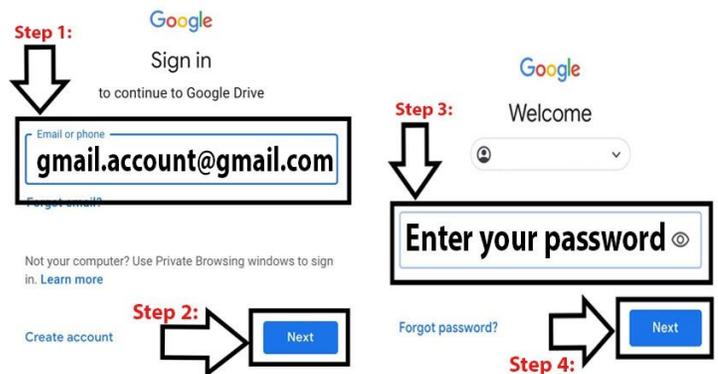
- **For the first time user:** Open your Google Drive and tap the “Sign in”



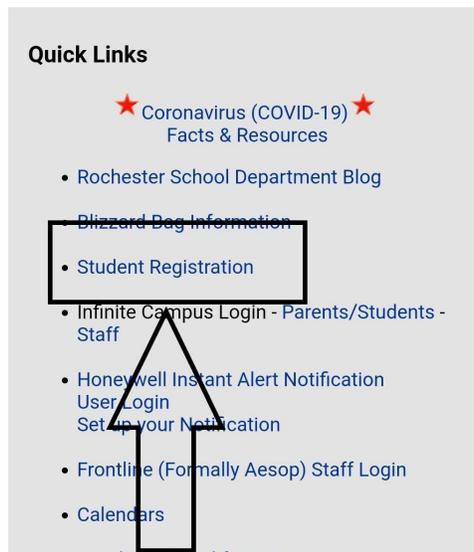
- A pop up box will appear. Tap continue.



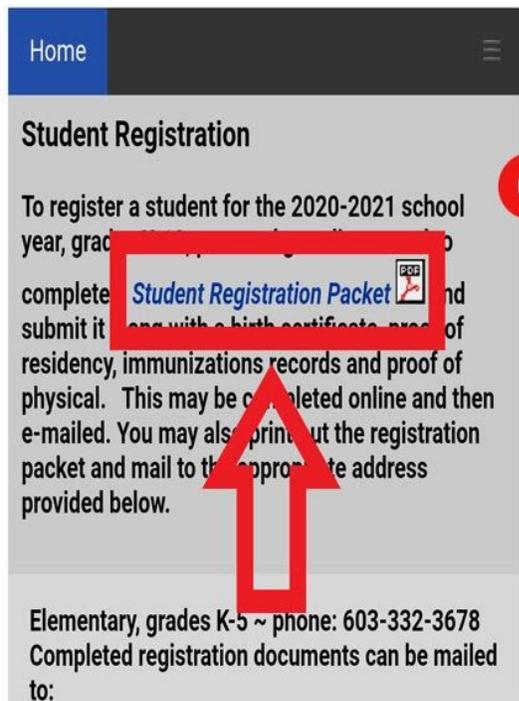
- Login to your account.



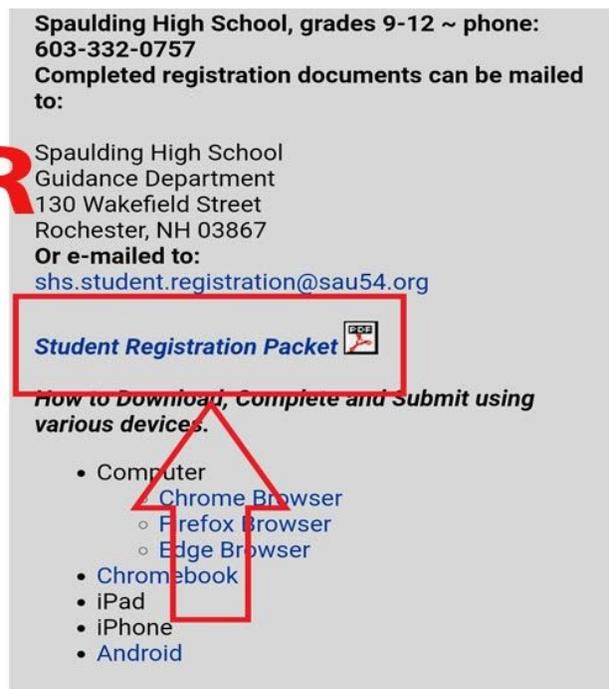
**Step 2:** Using your Safari browser go to [rochesterschools.com](http://rochesterschools.com), under the **Quick Links** select **Student Registration**



**OR** go directly to this link: [https://rochesterschools.com/SAU/people/student\\_reg.html](https://rochesterschools.com/SAU/people/student_reg.html) and tap the **“Student Registration Packet”** at the top of your screen or scroll down until you see **“Student Registration Packet”** below the mailing options on an iPhone or on the left side of your iPad screen.



**OR**



**Step 3:** When the Student\_Reg\_Packet2020\_2.pdf opens, you will need to make a copy of the form. (You must enter your information into the copied version in order for your text to be saved). Tap the small dots on the top right of your screen and tap “Make a copy”

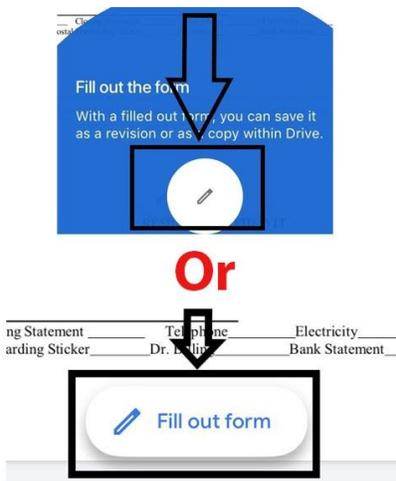


- Close the current file by tapping the “X” on the top left of your screen.

**Step 4:** Find the file name “Copy of Student\_Reg\_Packet2020\_2.pdf “ and open it.



**Step 5:** At the bottom of your screen, tap the “Fill out Form” to fill out the form.



**Step 6:** After you tap the “Fill out Form” double tap or just tap on the field to begin filling out the form until you see the blinking blue cursor.

Rochester School Department – Student Registration Form

Pupil Information:

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

M/F \_\_\_\_\_ Date of Birth \_\_\_\_\_ City/State of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

- The blinking blue cursor will not be in the correct position. Tap and hold your delete key on your phone or iPad to move the cursor to the left to enter the pupil’s last name.

Rochester School Department – Student Registration Form

Pupil Information:

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

M/F \_\_\_\_\_ Date of Birth \_\_\_\_\_ City/State of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

- Tap your spacebar key on your phone or iPad to move the blinking blue cursor to the right to enter the pupil’s first and middle name.

Copy of Student\_Reg\_Packet2020\_2.pdf

Form Filling Save ...

Rochester School Department – Student Registration Form

Pupil Information:

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

M/F \_\_\_\_\_ Date of Birth \_\_\_\_\_ City/State of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Step 7:** To check the boxes, just simply tap the box and a check mark will appear.

io? Yes  No

lander

- If a question needs to be answered and a checkbox is not available, just type in “Yes or No” above the line.

I am legally responsible for  
 Yes  No  
 \_\_\_\_\_ Parent  
 \_\_\_\_\_ Custodial Parent

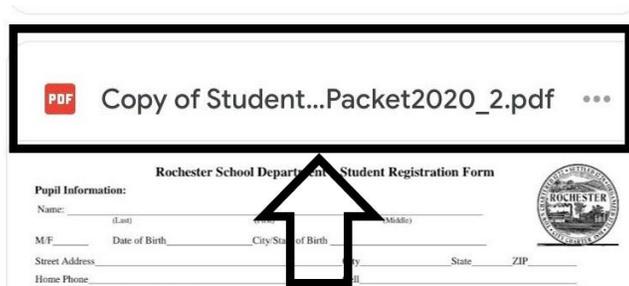
**Step 8:** When you need to sign the form, just simply put your full name as your signature.

Full Name of the Parent or Legal Guardian  
 (Parent or Legal Guardian Signature)

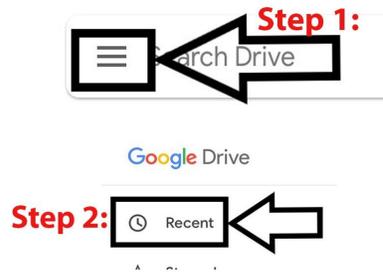
**Step 9:** When you have completed filling out the form, Tap the “Save” option that is on the right top side of your screen.



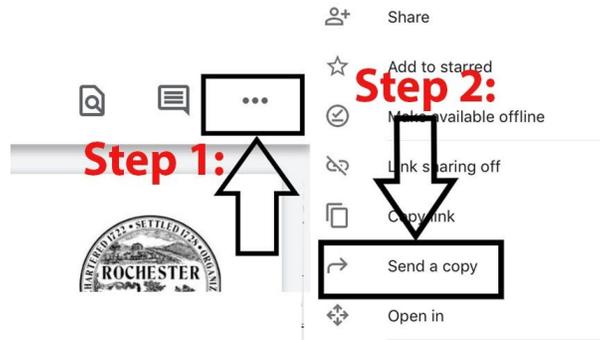
\*If you accidentally close the form or you want to edit the form after you have closed it, open your Google Drive and search for the file “Copy Student\_Reg\_Packet2020\_2.pdf.” and open the file.



- When you open Google Drive and can't find Copy Student\_Reg\_Packet2020\_2.pdf.. Tap the icon with the 3 horizontal lines on top of your screen and tap the Recent option to find Copy Student\_Reg\_Packet2020\_2.pdf.



**Step 10:** To submit the completed form, tap the small dots on the top right of your screen and tap “Send a copy”



- To:** Enter the district e-mail address where the form needs to be submitted (e-mail addresses for elementary, middle or high school can be found on Student Registration web page)
- From:** your e-mail address
- Subject:** “Student Registration Form 2020”

