



Registration Gateway Student Update Site Quick Reference Parent Guide



Welcome to our Registration Gateway Student Update Site! Andover Public School District has implemented an online student information update site for returning students. We hope that this new online system will streamline our communication and reduce the amount of paperwork parents need to complete.

Parents will be able to update demographics, emergency contacts, medical information, as well as acknowledge district policies.

Parents will be able to access the site on Monday, August 27, 2018. Parents are asked to complete the update information by Monday, September 17, 2018. It will take approximately 15 minutes to complete the student update.

You will need to contact your schools office administration to make any changes after September 17, 2018.

1. Go to our [APS - Back to School Gateway](#).

2. Parents will need to log in to the update site using the following username and password.
 - The **username** is your **child's student ID number**.
 - The **Password** is your **child's date of birth**. (Example: mm/dd/yyyy – student's birth date January 5, 2010 the birth date should be entered at 01/05/2010 – make sure you include the leading zero and the slashes).

3. Update Status Page.

The screenshot shows the 'Update Status Page' interface. At the top, there is a dark blue header with the text 'Andover Public Schools Back to School Gateway'. Below the header is the 'andover' logo. On the left side, there are two buttons: 'Update' (light blue) and 'Logout' (dark blue). The main content area is titled 'Update Status Page' and contains a large empty rectangular box outlined in red. Below this box is a table with three columns: 'First Name', 'Last Name', and 'Status'. The table contains one row with the values 'Student', 'A Fake', and 'Saved'. To the right of the table is an 'Edit' button. Below the table is a 'Checklist' button. At the bottom left, there is a logo for 'Registration Gateway by SRC Solutions, Inc.' and the text 'Copyright © 2017 SRC Solutions'.

Update Student Information.

The **Edit** button will take you through the parent/guardian information for the individual student. Each time you **Edit** a student, the parent/guardian will have to review the all information.

After you have completed the update, the **“Saved”** button will indicate **“Sealed.”** This means, you will no longer be able to edit any information on this student.

A change in residency or a change in child custody will require you to provide documentation to the school. Links to residency requirements and custody forms will be provided. Bring this documentation to your child’s school during normal school hours.

A “Checklist” is provided at the end of the update.

If you have more than one student you must complete the process for each of your students. Reminder you will need to logout then login using that student’s ID number and birth date.