

FISHER PUBLIC SCHOOL

New Family (Student) Pre-Registration Instructions

Step 1: Access JMC New Enrollment Portal

Go to: https://fisher.onlinejmc.com/Parent/New_Family_Enrollment.aspx

Step 2: Enter parent/guardian information

Enter contact information for you as the parent/guardian. If you are a couple residing in the same home, information should be entered below. Please enter information in ALL CAPS.

Example 1: First: SUSAN & PAT Last: SMITH **Example 2:** First: SUSAN JOHNSON & PAT Last: SMITH

1 Email
Required

| | | | | | |
|-------------------------|----------------------|----------------|----------------------|-------|----------------------|
| Title: | <input type="text"/> | First Name(s): | <input type="text"/> | Last: | <input type="text"/> |
| Address: | <input type="text"/> | Address2: | <input type="text"/> | | |
| City: | <input type="text"/> | State: | MN ▾ | Zip: | <input type="text"/> |
| Email 1: | <input type="text"/> | Email 2: | <input type="text"/> | | |
| Phone 1: | <input type="text"/> | Description: | <input type="text"/> | | |
| Phone 2: | <input type="text"/> | Description: | <input type="text"/> | | |
| Anticipated Start Date: | <input type="text"/> | | | | |

Step 3: Enter contact information for other people connected to this student

Click the '+ Add New Contact' button and enter in an emergency contact and/or secondary parent/guardian if they reside at another address. This is not required, and you are able to add contacts when you complete the full registration. Please enter information in ALL CAPS. Select 'Save' before continuing to step 3.

| Relationship: | First Name: | Last Name: |
|-------------------------------------|---------------------------------------|----------------------|
| Relationship | First Name | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | <input type="text"/> | |
| City | State | Zip |
| <input type="text"/> | MN ▾ | <input type="text"/> |
| Email | <input type="text"/> | |
| Phone | <input type="text"/> | |
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | |

Step 4: Enter information for your new student

Click the '+ Add New Student' button and enter information for each student. Click the 'Save' button to save that information. Please enter information in ALL CAPS.

| First Name: | Middle Name: | Last Name: | Grade Level: | Birth Date (m/d/yyyy): | Gender: |
|-------------------------------------|---------------------------------------|------------|----------------------|------------------------|---------|
| First Name: | | | Grade: | | |
| <input type="text"/> | | | 0 ▾ | | |
| Middle Name: | | | Gender: | | |
| <input type="text"/> | | | - ▾ | | |
| Last Name: | | | Date Of Birth: | | |
| <input type="text"/> | | | <input type="text"/> | | |
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | |

Step 5: Enter any comments about your student

Comments are limited to 600 characters.

Step 4: Enter any comments you want the office to know about your student(s).
(Comments are limited to 600 characters)

Step 6: Enter the security code and click 'Save'

QMSL 7
generate New Code
please enter code:

Thank you for submitting your pre-registration. You will be receiving an email and or call with further instructions. If you have questions call the district office at (218) 891-4105.