

Dear Parent/Guardian,
Rochester Community School Corporation will be conducting Registration for the upcoming 2020-2021 school year beginning July 8th through July 17th. Registration will be entirely online.

To assist with online registration, please follow along with these instructions:

Please go to: <https://harmony.zebras.net/familyaccess.nsf/hello.xsp>



- 1) This will take you to the login page where you will sign into your **PARENT/GUARDIAN** account
Do **not** use your student's account, you will **not** be able to register.



Sign in

[forgot my password](#)

Don't have an account yet?
[Create an account here](#)

If you have forgotten your username or password,

Username: please email sabrina.briggs@zebras.net and she can send you your username

Password: On the Harmony sign in page, please select the "forgot my password" blue link. This will allow you to send a password reset request to your email address.

Once you are successfully in your guardian/parent account, you may skip to step 3

- 2) If you do not have an account set up yet, please select the “[Create an account here](#)” blue link. From there, you will first enter in all of your guardian/parent information, you can select “register”.

Please be aware, that “register” in this matter does not mean register for the Rochester Community School 2020-2021 school year enrollment. This just means you are registering yourself as a parent, for a parent Harmony account.

- a. It will ask you next for a “**Registration Code**” for your student(s).

Please call your child’s building secretary or you may also email

sabrina.briggs@zebras.net and either one would be able to provide you with your child’s registration code.

****Contact Information for Ms. Briggs and the building secretaries are on the last page of this packet****

You will need this code in order to link your child(ren) to your Parent/Guardian account. Again, please note that this registration code, **DOES NOT** register that child for enrollment, it only “registers” the child as a student under your guardian/parent account.

- 3) Once you are successfully into your parent account, and have successfully linked your child(ren) to your Parent/Guardian account, you may then begin the actual enrollment registration process:

- a. Once you have signed in to your account, you should see your child(ren)’s name(s) across the top allowing you to toggle back and forth between children (if applicable).
- i. **If you are missing a child on your account**, please call your child’s building secretary or email sabrina.briggs@zebras.net and either one would be able to give you the student code to link that child to your parent account.
- b. Select the first student you would like to enroll, and begin scrolling towards the bottom.
- c. Towards the mid-bottom portion of your screen, you will have a list of items under a header “**online registration**”.
- d. Everything that is not yet marked with a green check mark, will need to be selected and completed.
- i. Please be aware, there are a few (depending on which building your child is in) that are optional, you are not required complete the optional forms.

e. TRANSPORTATION FORM

i. **PLEASE BE AWARE THAT YOU CAN NOT JUST SIMPLY SIGN OFF ON THE TRANSPORTATION FORM SECTION**

ii. You must FIRST click "Transportation Form (Click this link)"

Which will take you to an online digital form that you will need to complete before checking "I agree" and signing off on.

The screenshot shows the 'Rochester Community High School Transportation Form' registration page. At the top left is a circular logo with a house icon and the text 'BRINGING YOUR SCHOOL TOGETHER'. The page title is 'Rochester Community High School Transportation Form'. Below the title is a blue header bar. Underneath is a language selection dropdown set to 'Select Language' and a 'Powered by Google Translate' notice. A yellow-bordered box contains the following directions: 'Directions: Please read the following consent carefully and complete the fields at the bottom. If you have any questions please do not hesitate to contact the school.' Below this is a yellow highlight over the text 'Transportation Form (Click this link)'. In red text, it says 'Please click on the link above before signing off.' There is an 'I Agree' checkbox which is currently unchecked. A note states: 'NOTE: By typing your name in the signature section you are signing this form.' Below the note are two input fields: 'Name:' and 'Date:' (with a placeholder 'mm/dd/yyyy'). At the bottom left is a 'Submit' button.

4) Once you have completed all online registration items (except for potentially the ones that say they are optional), and you have green check marks for all necessary items, you then have completed all necessary steps to enroll that child.

5) Please repeat the steps over for any additional children you may have or wish to enroll.

There is no way to mass enroll siblings; you must do each child one at a time.

For any and all questions, please call your child's building secretary:

Columbia Elementary (Preschool-2nd)

Melisa Lahman 574-223-2501

melisa.lahman@zebras.net

Riddle Elementary (3rd – 5th)

Michelle Shaffer 574-223-2880

michelle.shaffer@zebras.net

Rochester Middle School (6th – 8th)

Amber Reinhold 574-223-2280

amber.reinhold@zebras.net

Rochester High School (9th – 12th)

Kristin Horn 574-223-2176

kristin.horn@zebras.net

Rochester Technology Department

Sabrina Briggs 574-223-1569

sabrina.briggs@zebras.net

RCSC will also be offering Registration Assistance at the following location and times:

Rochester Learning Center

July 13th and July 14th from 9am to 8pm.

We request that you limit your visit to one adult and no children. Masks are encouraged.