

Sapphire - New Registration Welcome Letter

Welcome to the South Eastern School District. New students can register online. To complete an online registration, please follow the steps listed below:

Step 1: Create a Registration Account

- Go to the [SESD website](http://www.sesdweb.net): (www.sesdweb.net).
- Click on “For Parents” link in the yellow border at the top of the district page. Scroll down and click on “New Student Registration”.
- Click the “New Student Online Registration” link.
- Click on the “Create a New Account” link.
- Enter information required.
- Click on the “Next” button.
- You will receive an email regarding your registration account. You will need to confirm your email address so your account can be finalized. Please check your email and follow the directions listed in that email.

Once your Registration Account has been created, please continue the registration process by following the steps below:

Step 2: Registering New Student(s)

- Go back to the [SESD website](http://www.sesdweb.net): (www.sesdweb.net).
- Click on “For Parents”. Scroll down and click on “New Student Registration”.
- Click the “New Student Online Registration” link.
- Type in your email and password you used when creating your registration account.
- Click on “Create” to start a new registration with SESD.
- Enter required information.
- Click “Begin Registration”.
- Read the “Online Registration Introduction” and then click “Next”.
- Follow the links listed and complete required information.
- When you have completed the registration form, click “Submit Registration to South Eastern School District”.
- You will be contacted when South Eastern School District has processed your registration or if there are any questions regarding your registration form.

*If you have other new students to register, you will need to repeat the directions from Step 2 for each new student.

NOTE: To have access to grades, schedules, forms, and other student information, parents/guardians will need to create a separate account in the Sapphire Community Portal. These instructions can be found within the online registration form.