

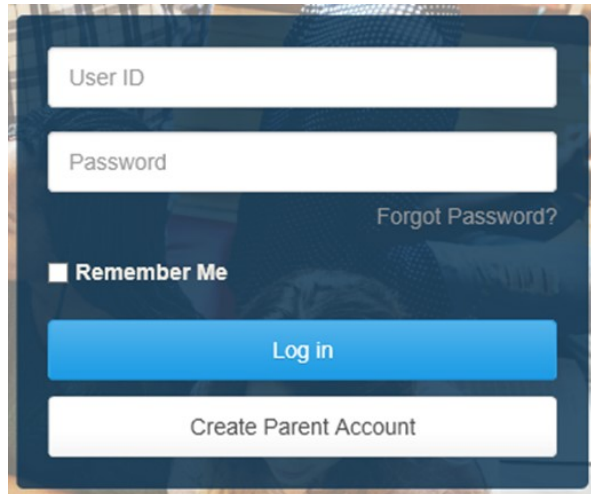
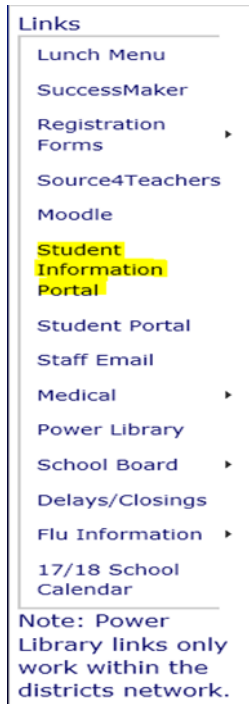
IMPORTANT INFORMATION FOR NEW STUDENTS PLEASE READ IMMEDIATELY

The Minersville School District has collaborated with School Office Pro to offer parents the option to complete many of our forms online.

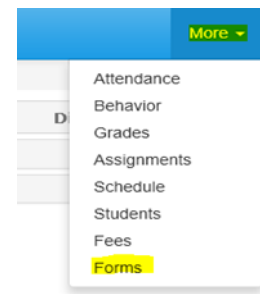
I. If you have a Parent Portal account (or after one has been created):

1. Login to Parent Portal at <http://www.battlinminers.com/> using your Username and Password. This will be found on the left side of the page under Links. Make sure you select the "Student Information Portal" link (see figure 1).

Figure 1



2. Click on "More" located near the upper right corner, then "Forms" (see figure 2).



3. This will take you to the CR Enrollment Packet where you will complete the online forms. (See next page for directions)
4. Any issues accessing your account should be directed to the high school office. Send emails to Mrs. Roberts at troberts@battlinminers.com with the subject line "Parent Portal".

II. If you do not have a Parent Portal account:

1. Verify school has correct email address on file.
2. Go to www.battlinminers.com. Scroll down to middle of the page. On the left side you will see *Links*. Click on "Student Information Portal" (see figure 1 above).
3. Click on "Create Parent Account" (see figure above). Enter your First, Last Name, and email exactly as it appears on record with the school.

4. Enter Login Name you want to use.
5. Enter Student ID Number _____
6. Click Create Account button. An email is sent to the specific email address that your child's school has on file.
7. Once you receive your temporary password return to the login screen and enter your Username, Password, and click on Login. The first time you login with your temporary password, you must change your password.
8. Additional information can be found at www.battlinminers.com.

Completing Forms Online

Verify student's name and click "Continue".



Under forms click on "Next". This will prompt you through all the forms. Please verify information on file and make any corrections.



Family Packet:

Form	Status
Parent/Guardian Information	Submitted
One Call Emergency Form	Submitted
DRUG TESTING POLICY	Submitted
School Lunch Letter	Submitted
Educational Leave Policies and Procedures	Submitted

Returning Student Packet:

Form	Status
Acknowledgements	Submitted
Student Drug Testing Consent	Submitted



Once all forms have been completed click "Submit Forms" you will receive confirmation of completed form. You are **not** required to print these forms.

