At this time of year, we ask our enrolled families to log in to the OLS and tell us their plans for the coming year. Please follow these simple steps:

**STEP 1**
Log in to the OLS (online.K12.com/login) using your Learning Coach username and password.

**STEP 2**
Go to “My Info” under the Quick Links section.

**STEP 3**
On the My Info page, click the “Re-register Now” icon. This will take you to the Re-registration page.

**STEP 4**
On the Re-registration page, the “Re-registration status” in the light blue box will default to “Unknown.” Click “Unknown.” A pop-up window will appear.
**STEP 5**

**Re-registering**

- If your student is returning for the coming school year, select “Re-registering” from the drop-down list.

- If you have more than one student enrolled and they are ALL returning, check the box next to “Same for all students.” If you have more than one student and they are NOT all returning, simply repeat these steps for each student.

- **Check the two boxes** to confirm you understand that your previous agreements still apply, and that you have the legal authority to make registration decisions for each student. In addition, answer any remaining questions and click “Save.”

**Not Re-registering**

- If your student will not be returning for the coming school year, select “Not re-registering” from the drop-down list.

**Undecided**

- If you have not yet decided whether your student will be returning, select “Undecided” from the drop-down list. When you have made your decision, especially if your child will be returning, please remember to update your re-registration status to ensure your student will be enrolled for the coming school year.

---

**CHECK YOUR STATUS**

**No Documents Required**

If your school does not require additional paperwork, the Re-registration column will now show your status as “Re-registered” with today’s date, and the Compliances and Approval columns will show “Not Applicable.” You are now done with re-registration.

**Documents Required**

If your school requires you to submit documents to complete the re-registration process, the Compliances and Approval columns will show “Not Completed” and “Not Approved,” respectively. Click “Not Completed” in the Compliances box for a list of required forms and submission instructions.

Once you’ve successfully submitted all documents, the “Compliances” section on the main screen will read “Completed” and the “Approval” section will read “Approved.” This means you’re finished re-registering your student(s).

When you have made your re-registration selection, please refresh your screen to view any important notes.