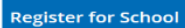


# Quick Reference Guide

1. **What is Gateway?** Gateway is an online application and registration system. The new online registration system will save parents time and allow them to apply for a school in the comfort of their home.
2. **Where do parents go to apply for a school?** [www.stlucieschools.org](http://www.stlucieschools.org)  
Click the  button located in the center of the main Page.

This will take you to our **Student Assignment** page.

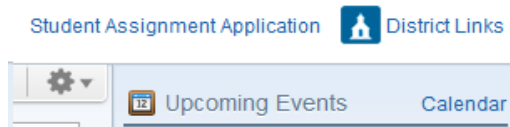
- On the right side of the page under the heading **APPLICATIONS**
- Under the heading **2019-2020 Applications** Select the link you need.

### New Students to SLPS:

- **Click the Link - New students to SLPS & Students who moved back to St Lucie**
- Create a new account (User name and Password)

### Currently Enrolled Students:

- **Click the Link - Current SLPS Students**
- Login using your Skyward Family Access Credentials
  - Click on the Student Assignment Application link in the Upper Right-Hand Corner.



3. **How do I know what Gateway the parent has completed?**

GATEWAY	COLOR	PURPOSE
Mosaic	Purple	Mosaic Only
Attractor	Orange	High School Attractor Program
Magnet	Red	Gaines, CAST, FPWW Magnet Programs
Student Assignment	Blue	To apply to Zone School Application
Registration	Green	New Students Register
Back to School	Yellow	Returning Students/Update Information

4. **Most parents think if they have completed an application in the Student Assignment Gateway that they have registered. However, our process is still a two-step process.**
  - a. Apply for a school
  - b. Register to assigned school

# Quick Reference Guide

5. **How does a parent register?** All new students will receive the following email instructing them how to Register.

Dear Parent(s) and Student,

Congratulations [s\_firstname] is assigned to [s\_stu\_next\_bldg] for 2019 - 2020 school year. Students who attended St. Lucie Public Schools in the 2018 - 2019 school year, will not need to register at the new school as information will be forwarded from your prior school.

New Students to St Lucie Public Schools must register using the link below:

[https://stlucie-cas.hosted.src-solutions.com/cas\\_StLucie/login](https://stlucie-cas.hosted.src-solutions.com/cas_StLucie/login)

**Your log in credentials are:**

1. User name is: [g\_g1\_family\_id]
2. Password is: [g\_firstname]'s primary phone number

**Please gather the following documents before logging in to complete your registration.**

1. By Florida Law, an original updated immunization record (blue Florida form) HRS 680 form.
2. An original physical record (yellow Florida form) dated within a year of the registration date. School begins August 12th. We wish you well as you begin a new year with unlimited learning opportunity!

6. **What will the parent see when they log in to Register?**

Enter your Username and Password

Username:

Password:

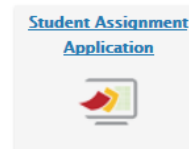
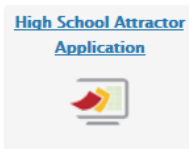
 

[Forgot your password?](#)

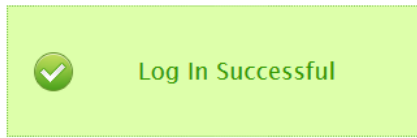
If you already have a username and password, please enter them to the left to access Gateways. For security reasons, please Log Out and Exit your web browser when you are done. The services listed below may be accessed without authentication.

**If you currently attend St. Lucie Public Schools you MUST log in through Skyward Family Access and click on the Student Assignment Applications link at the top of the page. Do NOT log in here.**

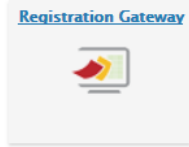
**New students applying to St. Lucie Public Schools, please click a button below to begin your application. Once you create an account, if you need to log back in you will use the buttons on the left of this screen.**



# Quick Reference Guide



You, 63182, have successfully logged in and have been granted access to the services shown below. When you are finished, for security reasons please Log Out and Exit your web browser.



**7. What does Student Assignment ask for?** Nothing has changed we are still asking for:

- \*Original Birth Certificate
- \*Custody Papers (If applicable)
- \*Social Security Card (If available)
- \*TWO (2) Proofs of Current Address **\*\*See Acceptable Proofs Below\*\***

Provide One <b>(1) Primary</b> and One <b>(1) Secondary OR TWO (2)</b> from the <b>Primary</b> Category	
Primary	Secondary
Current utility bill – within the last 30 days	Cable bill – within the last 30 days
Official rent receipt - within the last 30 days	Voter’s Registration
Current mortgage deed - within 6 months	Driver’s License
Signed lease agreement (current)	Cell Phone Bill - within the last 30days
Mortgage payment coupon- within the last 30 days	
Builder’s Contract (6 month completion)	

**8. What will Registration Ask for?**

- Home Language
- Internet Access
- Emergency Contact
- McKinney-Vento/Homeless
- IEP/EP

**\*\*Parents will upload\*\***

1. Shot records
2. Physical

**9. How does this system benefit you and your school?**

- Parents can register from home on their computer or phone
- Parents do not necessarily have to come in to provided documentation
- You can schedule appointments to control walk in traffic
- Information is readily available at your finger tips
- Cuts down on the amount of input in Skyward

Should you require additional assistance please contact the Student Assignment office,