

MRVED OLL STUDENT REGISTRATION PROCEDURE (To be completed by Guidance Counselor)

Student Name: _____

MARSS #: _____

Economic Indicator: _____(0-ineligible) _____(1-Reduced) _____(2-Free)

IEP Status: ___Yes ___No Primary Disability Code: _____(00-16) or _____(504)

Setting: _____(00-08) ELL: ___Yes ___No Primary Language: _____

Resident District: _____

(District in which the student **lives** with parent/guardian)

STEPS TO COMPLETE ONLINE REGISTRATION

Registration is on a first come first serve basis and there is limited space in each class. Completing the form in a timely manner is to your benefit.

1. Open a web browser and enter **mrved.com** in the address bar.
2. Select **Online Learning** found on the horizontal menu bar across the top.
3. Select **Forms** from the drop down box.
4. Click on **Registration form for (year specific)**.
5. It will either open up in Adobe Reader or in a web browser page. It just depends on your browser settings. Either way is fine.
6. Complete the form by tabbing through the document and filling in **every** field (there are many drop down boxes so be sure not to skip any). The tab function doesn't work as well when it opens in a browser. You just need to click in the sections it misses and complete the information.
7. Your counselor has provided you with the above information so that you can fill in **all** of the blanks.
8. **You cannot save this form.**
9. Print it out.
10. Obtain the necessary signatures and return to your counselor.