

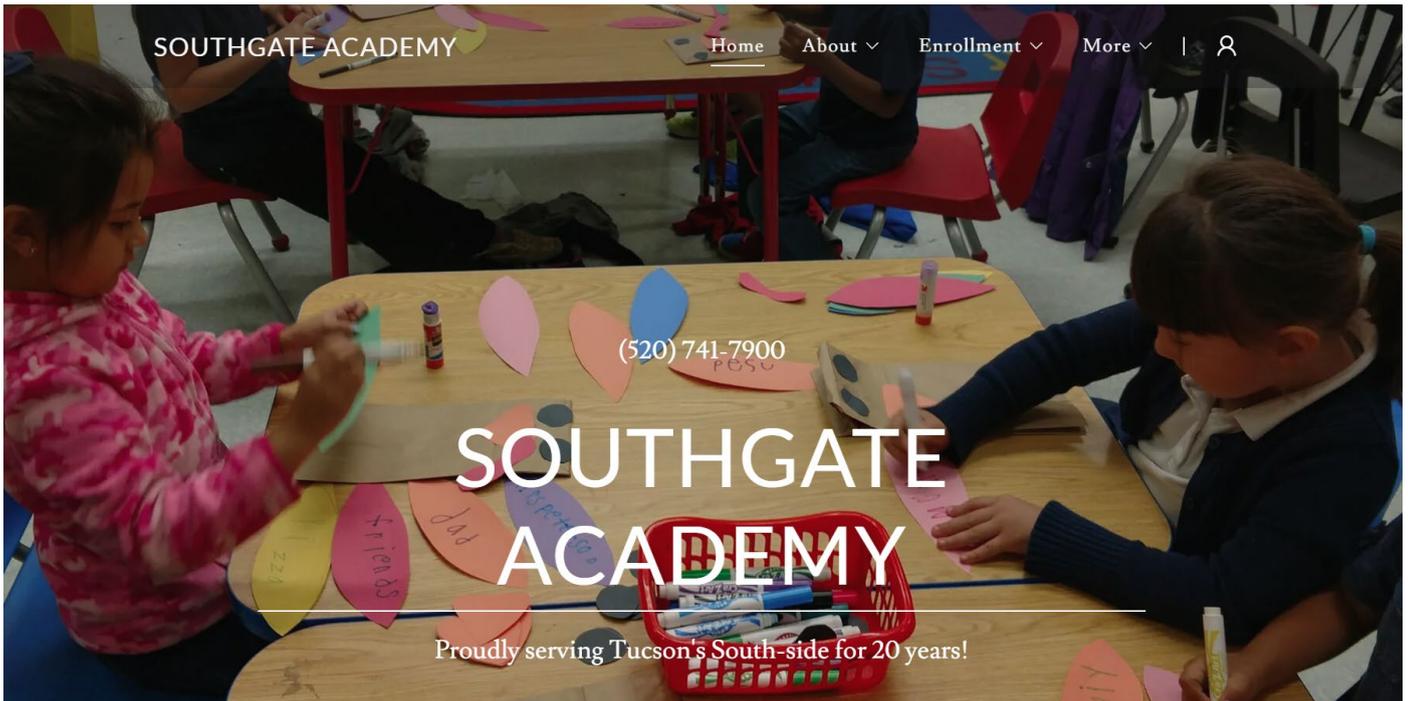


Southgate Academy
Online Parent Portal Guide:
Returning Student Registration

Step 1

Notify us that you'll be returning to Southgate.

- Navigate to our website, <http://www.southgateaz.org>
- Click on the Returning Students contact us form.



2020-2021 ENROLLMENT

New Students

We are excited to invite you to join us. Click below to begin!

[Enroll Now!](#)

Returning Students

Let us know that you will be returning to Southgate Academy and we'll send you a unique link to register online.

[Contact Us](#)

COVID-19 NEWS AND UPDATES

[Find out more](#)



BIG NEWS!

- **Fill out the contact form and click Submit.**

[Returning Student- Parent Guide \(pdf\)](#)

[↓ Download](#)

2020-2021 REGISTRATION FOR RETURNING STUDENTS

Let us know that you will be returning to Southgate Academy and we'll send you a unique link to register online.

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Southgate Academy

850 W. Valencia Rd., Tucson, AZ 85706, US

[\(520\) 741-7900](#)

- **After submitting we will send you an email with instructions to continue within 24 hours.**

Step 2

Parent will receive Snap Code Email Letter within 24 hours

Example Letter

Southgate Academy – Registration

To the parent(s) of: **Returning Student,**

We are excited to announce online Registration for the upcoming school year! This process replaces the paper forms sent home at the beginning of each school year. Your Registration for Michael Calmelat at Southgate Academy is now available online.

How do I get started?

Use this snapcode link:

<https://registration.powerschool.com/family/gosnap.aspx?snapcode=jlpu98649cfcfd>

OR

Visit <http://www.southgateaz.org> select "Returning Students" from the Enrollment menu item.

Then, enter your student's snapcode: jlpqu98649cfcfd

What's a snapcode?

By using the link in this email, you are automatically entering your child's snapcode. The snapcode is like a key to your child's Registration for the upcoming school year. You should receive a unique snapcode or snapcode link for each child.

Should I create an account?

1. If you've never completed an online Registration, you should create an account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.
2. If you already have an account, you can sign in and complete the form. (You should use the same account to complete forms for multiple children.)

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?

If you would like to make a change, select the underlined field or choose "Previous" to return to a previous page.

I've completed the form, now what?

When you have finished entering your information, select "Submit." This will send all of the information you've entered to the school. If you cannot select this button, you will need to make sure that you have answered all required questions.

What if I have more than one student in the district?

Do I need to do this for each child? Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one Registration and then start another – this will allow you to "snap over" shared family information, which will save you time.

I don't know what a question is asking.

Contact Us (520) 741-4900 ext. 711 or email them at registration@southgateaz.org to ask any general questions about the form or the Registration process.

Thank you!

Southgate Academy

Step 3

Click on SNAP Code Link

- If you don't already have an account, click on **Create Account**

SOUTHGATE ACADEMY ? Help

Sign In

Email Address

Password

 Remember me on this computer

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

Sign In

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

- **Fill out the form and click Create Account**

SOUTHGATE ACADEMY ? Help

Create an Account

Enter the following required information to continue. This account is meant to be created by an adult family member. It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

Profile

First Name

Last Name

Daytime Phone Used to provide support, if requested. Enter entire number, including area code.

Email Address Used for sign in and important communication.

Security

Password Must be at least 6 characters.

Re-Type Password

- **If you already have an account, sign in.**

Sign In

Email Address

Password

 Remember me on this computer

Sign In

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

Sign In

Email Address

Password

 Remember me on this computer

Sign In

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

Step 4

Introduction to online enrollment.

Click **NEXT** to update your child(ern) information.

SOUTHGATE ACADEMY

Registration 2020-2021

Introduction

Form

Student

Contacts

Priority

Siblings

Medical

Agreements

Signature

Summary

Introduction

Online Registration

Welcome to Southgate Academy's Registration. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required", and Southgate Academy will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review & Submit" page, check your data before proceeding.
3. Select "Submit"!
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Registration for Additional Students

A Registration form must be submitted for each student in your family. Once you have successfully submitted one Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

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[Previous](#) [Next](#)

submission.pdf

Show all X

STEP 5

Verify information.

Update fields and click **NEXT** to continue.

SOUTHGATE ACADEMY

Application 2020-2021 (Michele)

Introduction

Form

Application

Summary

Student Information

First Name required

Middle Name

Last Name required

Suffix

- Select -

Date of Birth required
mm/dd/yyyy

Gender required

- Select -

Apply Grade for the 2020-2021 School Year required

- Select -

[Previous](#) [Next](#)

This is the view you will see to update your child's information as it is prepopulated for all returning students. Continue to navigate form until you sign electronically.

Step 6

Signature Page

SOUTHGATE ACADEMY

Registration 2020-2021 (Alyssa)

Dashboard Help PM

Introduction

Form

Student

Contacts

Priority

Siblings

Medical

Agreements

Signature

Summary

Electronic Signature

The electronic signature and all of its related fields replaces a handwritten signature on paper and is legally binding.

I affirm that the information provided is true, correct and complete, to the best of my knowledge and belief. This electronic signature and its related fields are treated like a handwritten signature on a paper form.

Parent/Guardian Signature

I Agree required

- Select -

Electronic Signature required
(type name of parent/guardian)

Today's Date required
mm/dd/yyyy

1. Select check box
2. Sign Electronically
3. Date
4. Click next

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Previous Next

submission.pdf Show all X

Step 7

Submission Page

SOUTHGATE ACADEMY

Registration 2020-2021

Dashboard Help PM

Introduction

Form

Student

Contacts

Priority

Siblings

Medical

Agreements

Signature

Summary

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student	✓
Contacts	✓
Priority	✓
Siblings	✓
Medical	✓
Agreements	✓
Signature	✓

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Previous Submit

submission.pdf Show all X

Continue on only if you have more children to register

STEP 8

SOUTHGATE ACADEMY

Registration 2020-2021 (Michael)

Next Steps

1. Print a copy of the [Completed Form](#) for your records (optional)
Now that you've submitted your Registration you must contact the school to make any adjustments.
2. Complete a [Registration](#) for another student (if applicable)
This process must be completed for each child attending Southgate Academy.

Contact Information

Southgate Academy
850 W. Valencia Rd.
Tucson, AZ 85706
t: 520-741-7900

WARNING: DON'T FORGET TO SELECT THE "SAVE & SIGN OUT" OPTION WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.

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Step 9

Enter SNAP Code for next child.

- **Each student has individual SNAP Code.**
- **You will be prompted to enter your child's name and DOB for authentication after you click continue**

SOUTHGATE ACADEMY

Start a New Form

To begin Registration enter the 15-character snapcode provided by Southgate Academy

[Continue](#)

[Snapcode Help](#)

Enter SNAP Code for additional siblings attending our school for your information to populate

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submission.pdf

Show all

STEP 10

You will be directed to Registration

Click on import so all **NEW** information is populated for you

SOUTHGATE ACADEMY

Registration

You've already submitted this form for Michael. Would you like to import the relevant information to save time?

Import

Start from Scratch

Continue

If you are not Pearl (smcarmelat@southgateaz.org), [sign out](#).

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Repeat Steps 4-7

You will be verifying your next child's information.

Note: Process is quicker as all information has been carried over from your previous child when you clicked import.

SOUTHGATE ACADEMY

Registration 2020-2021

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3. Select "Submit!"
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