

EBRPSS Online Registration System (ORS)



Instructions for Online Enrollment
to Capitol High School

EBRPSS Online Registration System (ORS)



The following slides provide a preview of the online system and instructions for its use.

Review the slides in preparation for accessing the online system, gather documents and information to submit.

ORS: Login Screen – Parent/Guardian Information

East Baton Rouge Parish Online Registration System

User Name: Password: [Login](#) [Forgot Password](#)

Create an Account

First Name

Last Name

Cell Phone

Email

[Start](#)

Begin by entering the requested information to create an account.

Thanks for choosing the East Baton Rouge Parish School System!
In order to complete the registration process, you will need the following documents:

- BIRTH CERTIFICATE
- IMMUNIZATION RECORDS
- SOCIAL SECURITY CARD (OPTIONAL)
- PARENT/GUARDIAN PHOTO ID
- TWO CURRENT PROOFS OF RESIDENCY
- COPY OF CHILD'S MOST RECENT REPORT CARD (IF APPLICABLE)
- TRANSCRIPT (OPTIONAL)
- WITHDRAWAL/DROP FORM

Gather documents to upload into the system. Note that some documents are noted as optional and all others are required.

Version: 08.11.20 14:30

ORS: Validation Code – Sent to Phone or Email

Enter Validation Code

Please check your email / cell phone

A validation code has been sent to your email and/or cell phone, depending on your input on the prior screen.

Once you receive the code, enter it in the textbox below:

Validation Code :

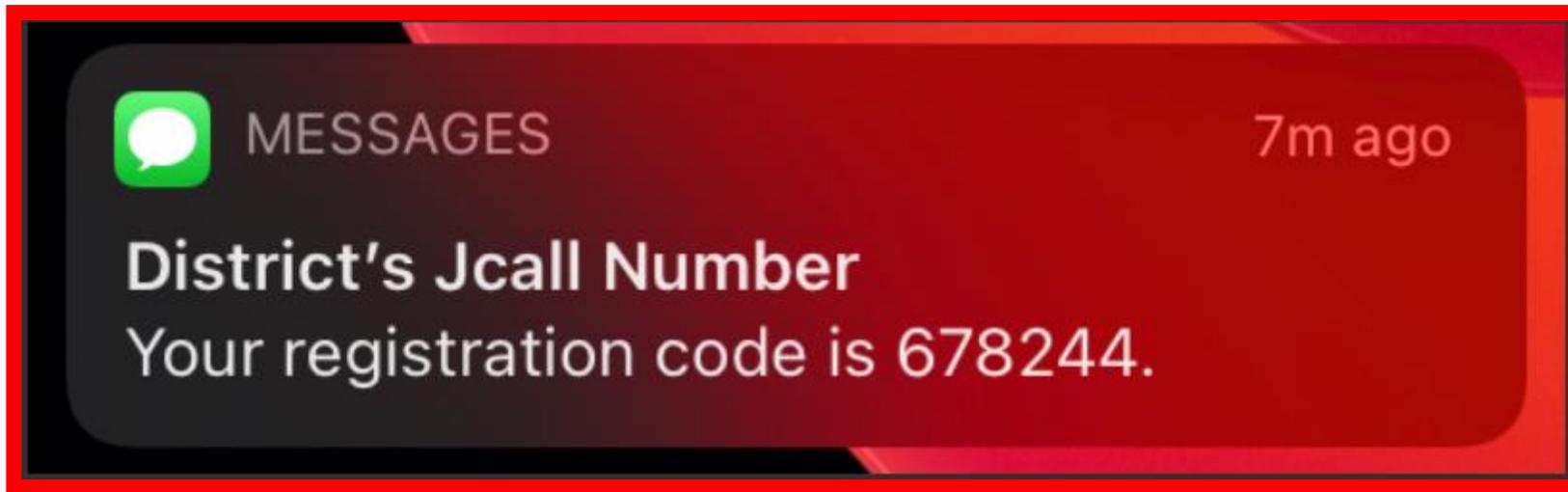
Enter 6 Digit Validation

Resend Code

Continue

Once Name, Cell number and/or Email have been entered, to begin setting up an account, a text message and/or email will be sent with a **validation code**. The code is valid for 15 minutes, so enter it in a timely manner.

ORS: Validation Code – Message Sent to Phone



Example Image:
Text message with validation code.

ORS: Validation Code – Message Sent to Email

Validation code for registration



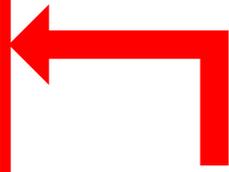
Student Registration Verification

Your validation code is:

678244

This code is valid for 15 minutes.

This email was sent due to a validation request from 98.186.199.123



Example Image:
Email message with
validation code.

ORS: Welcome Screen – Login Credentials

Welcome

Create your new login

Tell us some more about you

Follow instructions and provide requested information.

Phone

Physical Address

ORS: Welcome Screen – Login Credentials



Online Registration System

English

User Name :

Password :

Login

Forgot Password

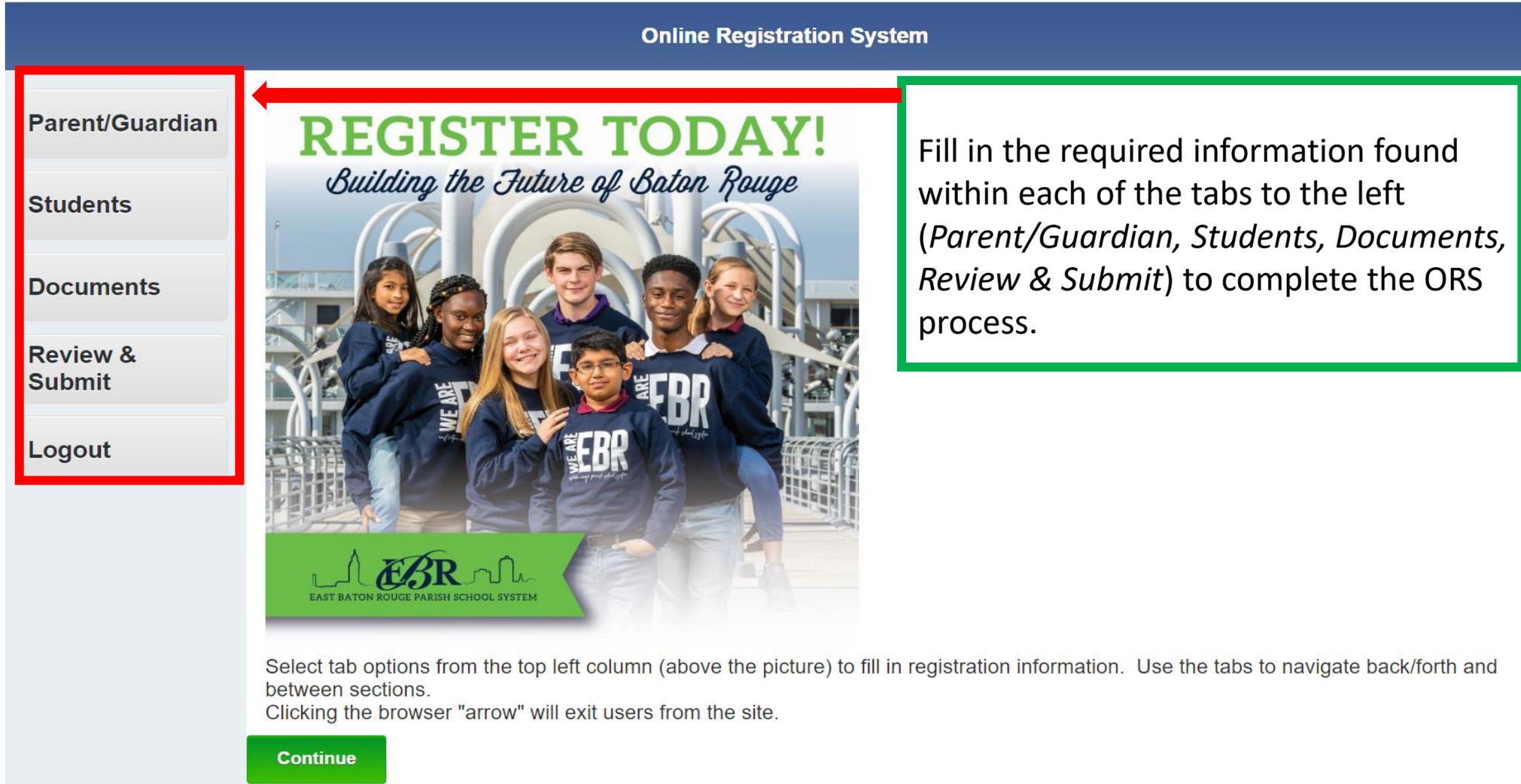
*Once the account is created, **RECORD LOGIN INFORMATION:**

- **USER NAME**
- **PASSWORD**
- **SECRET QUESTIONS AND ANSWERS**

Record the information somewhere you can locate it. The application can be “saved”, in progress, prior to completion and submission. If you must save the application to complete it at a later date, login information will be needed to log back into the system to complete the application.

ORS: Student Registration Tabs in Order

Online Registration System



Parent/Guardian

Students

Documents

Review & Submit

Logout

REGISTER TODAY!
Building the Future of Baton Rouge

WE ARE EBR
EAST BATON ROUGE PARISH SCHOOL SYSTEM

Continue

Fill in the required information found within each of the tabs to the left (*Parent/Guardian, Students, Documents, Review & Submit*) to complete the ORS process.

Select tab options from the top left column (above the picture) to fill in registration information. Use the tabs to navigate back/forth and between sections.
Clicking the browser "arrow" will exit users from the site.

ORS: Parent/Guardian Information

Online Registration System

Parent/Guardian

Students

Documents

Review &
Submit

Logout

Parent/Guardian Information

Follow instructions and provide requested information.

Click **Add Parent/Guardian/Emergency Contact** below to add another parent, guardian, or emergency contact.

*****It is mandatory to provide at least one emergency contact in addition to the mother and/or father.*****

Once you have added the emergency contact, if you do NOT wish to add another contact, click on the top left "Students" tab to begin entering student information.

First Name	Middle Name	Last Name	Suffix	Birthday	Email
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Add Parent/Guardian

Continue to Student Entry

ORS: Parent/Guardian Information - Name

The screenshot displays the 'East Baton Rouge Parish Online Registration System' interface. On the left is a navigation menu with buttons for 'Parent/Guardian', 'Students', 'Documents', 'Review & Submit', and 'Logout'. The main content area is titled 'Parent/Guardian/Emergency Contact Information' and features a 'Name' dropdown menu. A red box highlights this dropdown, and a red arrow points to it from a green instruction box that says 'Click on the dropdown arrow to access each option and fill in.' The dropdown menu is open, showing options: 'Name', 'Physical Address', 'Mailing Address', 'Phone', and 'Military'. Below the dropdown, a text box contains the instruction: 'Enter name and email address. Click **Save and Continue** to proceed to the next screen.' The form includes fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Email'. The 'First Name' and 'Last Name' fields are marked with an asterisk (*). A green 'Save and Continue' button is at the bottom. A red arrow points from a green instruction box that says 'Follow instructions and provide requested information.' to the form fields.

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian/Emergency Contact Information

Name

Enter name and email address. Click **Save and Continue** to proceed to the next screen.

Name

First Name *

Middle Name

Last Name *

Suffix

Email

Save and Continue

Click on the dropdown arrow to access each option and fill in.

Follow instructions and provide requested information.

ORS: Parent/Guardian Information – Physical Address

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian/Emergency Contact Information

Physical Address

"Physical address" is the address where the person lives.

Enter the physical address of the person just entered by typing the Street Number, the Street Name, and the Street Type (DR, ST, LN, AVE, PL, RD, etc). Use the next line to enter your Street Unit - APR, LOT, UNIT, SUITE, if it applies to your physical address. Enter City, State and Zip Code.

Click [Save and Continue](#) to proceed to the next screen.

Physical Address

Street # * Street Name * Street Su

Street Unit

City *

State *

Zip *

[Save and Continue](#)

Follow instructions and provide requested information.

ORS: Parent/Guardian Information – Mailing Address

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian/Emergency Contact Information

Mailing Address

Enter Mailing Address or check box if it is the same as the physical address just entered.

If you have a Post Office Box, use the format PO BOX and place the information in the Street Name field.

Mailing Address

Same As Physical :

Street No Street Name Street Su

Street Unit

City

State

Zip

Save and Continue

Follow instructions and provide requested information.

ORS: Parent/Guardian Information – Phone Number

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian/Emergency Contact Information

Phone

If you do not have a Home Phone, leave the field blank.

If you have a Cell Phone, be sure to enter the number into the Cell Phone field. This will ensure that you receive text messages from the school and/or teachers.

Phone Numbers

Home Phone

Cell Phone

Work Phone

Save and Continue

Follow instructions and provide requested information.

ORS: Parent/Guardian Information - Military

Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian Information

Military

If one of the child's parents is in the military on **active duty**, indicate by checking Yes.

Military Information

Military : Yes No

Branch

Unit

Rank

Lives on Federal Property :

Works on Federal Property :

Save and Enter Another Parent

Save and Enter Students

Follow instructions and provide requested information.

ORS: Parent/Guardian Information – Emergency Contact

Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Parent/Guardian Information

Click **Add Parent/Guardian/Emergency Contact** below to add another parent, guardian, or emergency contact.
*****It is mandatory to provide at least one emergency contact in addition to the mother and/or father.*****
Once you have added the emergency contact, if you do **NOT** wish to add another contact, click on the top left "Students" tab to begin entering student information.

First Name	Middle Name	Last Name	Suffix	Birthday	Email
<input type="text"/>					

Follow instructions and provide requested information.

ORS: Student Information

Online Registration System

Parent/Guardian

Students

Documents

Review &
Submit

Logout

Student Information

Click the **Add Student Application** to add another student. Continue until you have added all students you intend to register. Remember to add New Students only.

Do not add students who are already in any district school presently.
If there are no other students to be added, choose "Documents" or one of the other tabs at the top left.

Name ^	Submitted	Application Status	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Special Needs	Documents
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No items to show.

Add Student Application

Continue to Documents

Follow instructions and provide requested information.

ORS: Student Information – Profile Data

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Name 

Enter the **Student's Legal Name** exactly as it appears on the [Birth Certificate](#) or [Legal Document](#).

Enter the **First Name**, the **Middle Name**, and the **Last Name**. Also enter the student's **Suffix**, if they have one. Enter the suffix as **JR, II, III**, etc., if it applies to the student's name.

Enter the **Social Security Number** (optional).

Enter the **Date of Birth** by clicking on the calendar icon. Select and verify the month, day and year of birth. (Click on the month and year to change to correct year, or use arrows.)

Select the student's **Gender** and **Primary Ethnicity**. Enter any secondary/other ethnicity, if applicable.

For **Grade**, choose the grade of the student for the year you are registering.

Student Name

First Name *

Middle Name

Last Name *

Suffix

SSN

Birthday *

Male Female *

Is this Student Hispanic? : Yes No *

Primary Ethnicity *

Other Ethnicities

Grade *

Save and Continue

Click on the dropdown arrow to access each option and then fill in the information.

- Name
- Relationships
- Language
- Physical Address
- Attendance Zone
- Mailing Address
- Phone
- Special Needs

ORS: Student Information – Profile Data

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Name 

Enter the **Student's Legal Name** exactly as it appears on the [Birth Certificate](#) or [Legal Document](#).

Enter the **First Name**, the **Middle Name**, and the **Last Name**. Also enter the student's **Suffix**, if they have one. Enter the suffix as **JR, II, III**, etc., if it applies to the student's name.

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Select the student's **Gender** and **Primary Ethnicity**. Enter any secondary/other ethnicity, if applicable.

For **Grade**, choose the grade of the student for the year you are registering.

Student Name

First Name *

Middle Name

Last Name *

Suffix

SSN

Birthday *

Male Female *

Is this Student Hispanic? : Yes No *

Primary Ethnicity *

Other Ethnicities

Grade *

Save and Continue

Year Applying : *

Current Year
(08/08/2022 through 05/22/2023)

Next Year (08/09/2023 through 05/21/2024)

Click on the dropdown arrow to access each option and then fill in the information.

- Name
- Relationships
- Language
- Physical Address
- Attendance Zone
- Mailing Address
- Phone
- Special Needs

Year Applying: Select the option for **Next School Year (2023-2024)**

ORS: Student Information – Relationships

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Relationships

Click the drop-down arrow below to select your relationship to the student (Mother, Father, Guardian, etc). Check all options that apply. "Emergency" AND "Primary Guardian" MUST be checked.

Relationships

Choose Relationship	<input type="checkbox"/> Resides With	<input type="checkbox"/> Emergency	<input type="checkbox"/> Primary Guardian	<input type="checkbox"/> Can Pickup	<input type="checkbox"/> Is This A Foster Placement?
Choose Relationship	<input type="checkbox"/> Resides With	<input type="checkbox"/> Emergency	<input type="checkbox"/> Primary Guardian	<input type="checkbox"/> Can Pickup	<input type="checkbox"/> Is This A Foster Placement?

Add Parent/Guardian/Emergency Contact **Save and Continue**

Follow instructions and provide requested information.

ORS: Student Information - Language

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review &
Submit

Logout

Student Information

Language

1. Enter the **Primary Language** spoken by the student in the first field below.
2. Enter the **Home Language** spoken within the household in the second field below.
Communications to parents/guardians will be delivered in the language indicated.

Student Language

Primary Language

Home Language

Save and Continue

Follow instructions and provide requested information.

ORS: Student Information – Physical Address

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Student Information

Physical Address

The Physical Address is the address where you live.
Click the drop-down arrow below on **Same As Parent/Guardian** to choose the parent/guardian with whom the student resides.

Physical Address

Same As Guardian *

Street 1 * Street Name * Street 2 *

Street Unit *

City *

State *

Zip * Zip 4

Save and Continue

Follow instructions and provide requested information.

ORS: Student Information – Physical Address

Students

Documents

Review &
Submit

Logout

Attendance Zone

We found your address!

Attendance Zone

Site Routing Code

Your District Zoned School is: 088 Tara High School

Previous School

Capitol High School

10

05/26/2023

Private School :

Yes No

Home School :

Yes No

Receive Special Services at
Previous School :

Yes No

Ever Attended School In
This District :

Yes No

Ever Retained :

Yes No

Expelled From Previous
School :

Yes No

Recommended for Expulsion
from Previous School :

Yes No

Save and Continue

Previous School Address

1000

N. 23rd

St

Street Unit

Baton Rouge

Louisiana

70802

Zip 4

*****ATTENTION!!! IMPORTANT*****

Enter Site Routing Code: **chs** or **CHS**
to enroll at Capitol High School for
school year 2023-24.

The **chs** code will override and replace
your District Zoned School with
521 Capitol High School.

Remember to Save and Continue.

ORS: Uploading Registration Documents

Click Choose Files to Upload. If you are using a desktop computer, choose the location where the document is stored on your computer.

Click on the documents to upload it. For students enrolling in 1st-12th grades, upload your report card where indicated. If your child is entering Kindergarten, a report card is not required.

If you are using a portable electronic device (cell phone or tablet), the system will default to your device camera. Take a picture of the document to upload to the application. Acceptable formats are PDF, JPEG, PNG, GIF, TIFF, etc.

Click the **Upload Documents** to proceed to the next screen after you have loaded all necessary documents. A message will appear once the documents have successfully uploaded.

BIRTH CERTIFICATE - OFFICIAL	* Required	Upload the child's birth certificate.	Choose File to Upload Max size 10.00 MB
GUARDIAN PHOTO I. D.	* Required	Photo ID of Guardian	Choose File to Upload Max size 10.00 MB
PROOF OF IMMUNIZATION	* Required	Upload the child's most recent Immunization record	Choose File to Upload Max size 10.00 MB
PROOF OF RESIDENCY (1)	* Required	Proof of Residency within the last 30 days (Ex. Utility Bill, Water Bill, Rental/Lease Agreement, Mortgage Bill, Cable Bill, HOME phone - NOT CELL, etc.)	Choose File to Upload Max size 10.00 MB
PROOF OF RESIDENCY (2)	* Required	Second Proof of Residency Proof of Residency within the last 30 days (Ex. Utility Bill, Water Bill, Rental/Lease Agreement, Mortgage Bill, Cable Bill, HOME phone - NOT CELL, etc.)	Choose File to Upload Max size 10.00 MB
WITHDRAWAL FORM	* Required	Upload withdrawal/drop documents from previous school.	Choose File to Upload Max size 10.00 MB
PREVIOUS REPORT CARD		Report Card Required for 1st-12th Graders.	Choose File to Upload Max size 10.00 MB

Follow the instructions given for uploading documents.

PROOF OF RESIDENCY(3)	If providing a Residency Affidavit, upload it here AND also upload the 2 proof of residency in the area indicated.	Choose File to Upload Max size 10.00 MB
SOCIAL SECURITY CARD		Choose File to Upload Max size 10.00 MB
TRANSCRIPT (OPTIONAL)	Upload a copy of the student's transcript.	Choose File to Upload Max size 10.00 MB

[Upload Documents](#)

ORS: Uploading Registration Documents

Click Choose Files to Upload. If you are using a desktop computer, choose the location where the document is stored on your computer.

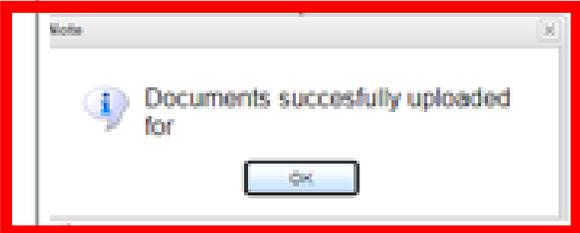
Click on the documents to upload it. For students enrolling in 1st-12th grades, upload your report card where indicated. If your child is entering Kindergarten, a report card is not required.

If you are using a portable electronic device (cell phone or tablet), the system will default to your device camera. Take a picture of the document to upload to the application. Acceptable formats are PDF, JPEG, PNG, GIF, TIFF, etc.

Click the **Upload Documents** to proceed to the next screen after you have loaded all necessary documents. A message will appear once the documents have successfully uploaded.

BIRTH CERTIFICATE - OFFICIAL	* Required	Upload the child's birth certificate.	Choose File to Upload Max size 10.00 MB
GUARDIAN PHOTO I. D.	* Required	Photo ID of Guardian	Choose File to Upload Max size 10.00 MB
PROOF OF IMMUNIZATION	* Required	Upload the child's most recent Immunization record	Choose File to Upload Max size 10.00 MB
PROOF OF RESIDENCY (1)	* Required	Proof of Residency within the last 30 days (Ex. Utility Bill, Water Bill, Rental/Lease Agreement, Mortgage Bill, Cable Bill, HOME phone - NOT CELL, etc.)	Choose File to Upload Max size 10.00 MB
PROOF OF RESIDENCY (2)	* Required	Second Proof of Residency Proof of Residency within the last 30 days (Ex. Utility Bill, Water Bill, Rental/Lease Agreement, Mortgage Bill, Cable Bill, HOME phone - NOT CELL, etc.)	Choose File to Upload Max size 10.00 MB
WITHDRAWAL FORM	* Required	Upload withdrawal/drop documents from previous school.	Choose File to Upload Max size 10.00 MB
PREVIOUS REPORT CARD		Report Card Required for 1st-12th Graders.	Choose File to Upload Max size 10.00 MB

The "successful upload" message below will appear indicating successful upload of documents.



PROOF OF RESIDENCY(3) If providing a Residency Affidavit, upload it here AND also upload the 2 proof of residency in the area indicated. [Choose File to Upload](#)
Max size 10.00 MB

SOCIAL SECURITY CARD [Choose File to Upload](#)
Max size 10.00 MB

TRANSCRIPT (OPTIONAL) Upload a copy of the student's transcript. [Choose File to Upload](#)
Max size 10.00 MB

[Upload Documents](#)

ORS: Review and Submit Uploaded Documents

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Review

Review all information and sign by typing in the signature box below.
If there is a red X next to a student's name, information is missing.
Click on the student's name to be redirected to find missing information.
Look for missing information beside a red asterisk (*), **OR** click the "**Documents**" tab (top left) to submit missing documents.

Name	Submitted	Application Status	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Special Needs	Documents
JONES, JON		Pending	2021	✓	✓	✓	✓	✓	✓	✓

Signature 04/20/23

Green checks ✓ (above) indicate information is submitted. You may "sign" by typing your name and then click "Submit".

ORS: Signature and Submit

The screenshot displays the 'East Baton Rouge Parish Online Registration System' interface. On the left, a navigation menu includes 'Parent/Guardian', 'Students', 'Documents', 'Review & Submit', and 'Logout'. The main area is titled 'Review' and contains instructions: 'Review all information and sign by typing in the signature box below. If there is a red X next to a student's name, information is missing. Click on the student's name to be redirected to find missing information. Look for missing information beside a red asterisk (*), OR click the "Documents" tab (top left) to submit missing documents.'

Name	Submitted	Application Status	Year	Relationship	Language	Physical Address	Mailing Address	Phone	Special Needs	Documents
SON JONES		Pending	2023		✓	✓	✓	✓	✓	✓

Below the table, there is a search box containing 'Baby Jones' and a date field '08/18/2023'. A green 'Submit' button is located below these fields. An error dialog box is overlaid on the screen, containing the following text:

Error
Cannot submit data. Please check the following required information and try again:

- BABY JONES (Parent/Guardian):
 - Physical Address: Street Number is required.
 - Physical Address: Street Name is required.
 - Physical Address: State is required.
 - Physical Address: Zip is required.
- GRANDMOTHER JONES (Parent/Guardian):

An 'OK' button is at the bottom of the error dialog. A red arrow points from the error dialog to a green-bordered text box at the bottom of the page.

If there is missing information, the system will prompt completion and indicate what must be submitted.

ORS: Application Submission Confirmation

The screenshot displays the 'East Baton Rouge Parish Online Registration System' interface. On the left, a vertical navigation menu contains buttons for 'Parent/Guardian', 'Students', 'Documents', 'Review & Submit' (highlighted in blue), and 'Logout'. The main content area features a dark blue header with the system name. Below the header, the text 'Submitted Successfully' is displayed in bold. A paragraph of text follows: 'Thank you for registering your child with the East Baton Rouge Parish School System. A district employee will review the submitted documents and contact you with more information.' A green-bordered box contains the message: 'Once all required information has successfully been submitted, this screen will appear and a district employee will call you to verify enrollment.' Below this box, the text 'Thank you for choosing EBRPSS!' is centered in bold.

East Baton Rouge Parish Online Registration System

Parent/Guardian

Students

Documents

Review & Submit

Logout

Submitted Successfully

Thank you for registering your child with the East Baton Rouge Parish School System. A district employee will review the submitted documents and contact you with more information.

Once all required information has successfully been submitted, this screen will appear and a district employee will call you to verify enrollment.

Thank you for choosing EBRPSS!