

# MANHATTAN SCHOOL DISTRICT ON-LINE REGISTRATION INSTRUCTIONS

## For Current Families of Manhattan 114

The Manhattan School District is using SchoolLogic/HomeLogic to allow parents/guardians to register their students online. If you do not have a home computer, a computer is available at the Manhattan Public Library or at:

Wilson Creek Elementary School  
25440 S. Gougar Road, Manhattan, IL 60442, 815-478-4527  
Please call for an appointment and ask for Michele Zmigrodski

Log in to your HomeLogic Account  
Click on your student's name  
Click on Student Registration

You will receive the following message:

Greetings!

Online Registration can be used to register the students in your family within our district. Once you have filled out all required forms and submitted them to our district for review, you will receive email updates regarding their status.

Your students will be listed OR you can add a new student starting in the district by clicking:



+ Add New Student

**Please know that if you do not complete all of the registrations forms in one sitting, all information can be saved by clicking the save button**

Click on your student's name  
It is mandatory to review each child's :

Student Registration Form  
Health  
**Please only review/submit the above forms**

Start by clicking on the Student Registration Form

**Follow all prompts**  
**Most fields are mandatory, please fill out all information**

After filling in all information for your student  
Click Save, then Click Submit

**ALWAYS CLICK SAVE BEFORE SUBMITTING YOUR FORM**

After the form has been completed and you have clicked Save and Submit,  
Click



Submit Registration

Your application will be reviewed, if any fields have not been completed you will receive an e-mail that your application has been rejected. Log back in to your account, click on the form that is marked rejected and correct all missing information. Submit the form again.

After you are done filling out the form, you can sign in to your HomeLogic account and pay fees using your credit card. If you would rather pay by check, send your check to school in an envelope marked - Registration Fees, made payable to Manhattan School District 114. Please make sure your student's name is noted on your check.

Physical and Dental forms, School Supply lists, and fees can be found on our website, [www.manhattan114.org](http://www.manhattan114.org).  
Click on District 114, in blue on the top, then Registration/Handbook. All forms will be listed.