

FISHER PUBLIC SCHOOL

New Family (Student) Pre-Registration Instructions

Step 1: Access JMC New Enrollment Portal

Go to: https://fisher.onlinejmc.com/Parent/New_Family_Enrollment.aspx

Step 2: Enter parent/ guardian information

Please enter contact information for you as the parent/guardian. If you are a couple residing in the same home, information should be entered below. Please enter information in ALL CAPS.

Example1: First: SUSAN & PAT Last: SMITH or **Example 2:** First: SUSAN JOHNSON & PAT Last: SMITH

1 Email
Required

Title:	<input type="text"/>	First Name(s):	<input type="text"/>	Last:	<input type="text"/>
Address:	<input type="text"/>		Address2:	<input type="text"/>	
City:	<input type="text"/>	State:	<input type="text" value="MN"/>	Zip:	<input type="text"/>
Email 1:	<input type="text"/>		Email 2:	<input type="text"/>	
Phone 1:	<input type="text"/>	Description:	<input type="text"/>		
Phone 2:	<input type="text"/>	Description:	<input type="text"/>		
Anticipated Start Date:	<input type="text"/>				

Step 3: Enter contact information for other people connected to this student

Click the '+ Add a New Contact' button and enter in an emergency contact and/or secondary parent/guardian if they reside at another address. This is not required, and you are able to add contacts when you complete the full registration. Please enter information in ALL CAPS. You need to select 'Save' before continuing to step 3.

Relationship:	First Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text" value="MN"/>	<input type="text"/>
Email	<input type="text"/>	
Phone	<input type="text"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

Step 4: Enter information for your new student

Click the '+ Add a New Student' button and enter information for each student. Click the 'Save' button to save that information. Please enter information in ALL CAPS.

First Name:	Middle Name:	Last Name:	Grade Level:	Birth Date (m/d/yyyy):	Gender:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>		Grade:	<input type="text"/>	
Middle Name:	<input type="text"/>		Gender:	<input type="text"/>	
Last Name:	<input type="text"/>		Date Of Birth:	<input type="text"/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>				

Step 5: Enter any comments about your student

Comments are limited to 600 characters.

Step 4: Enter any comments you want the office to know about your student(s).
(Comments are limited to 600 characters.)

Step 6: Enter the security code and click 'Save'

QMSL 7

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lease enter code:

Thank you for submitting your pre-registration. You will be receiving an email and or call with further instructions. If you have questions call the district office at 218.891.4105.