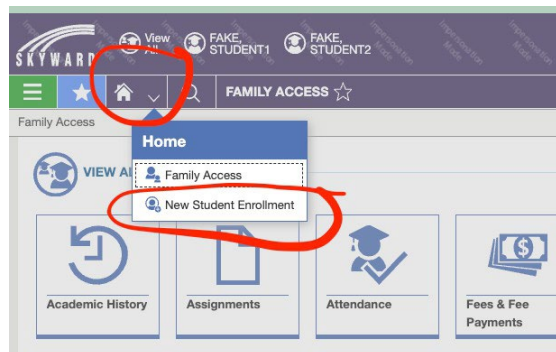


New Student Enrollment Form

Please visit this site: [Families New to Brentwood Borough School District](#)

1. Do you already have an account: Click on **No**
2. Please fill in the following fields:
 - a) Guardian First Name
 - b) Guardian Last Name
 - c) Email Address
 - d) Confirm Email Address
 - e) Street Number
 - f) Street Name
 - g) City
 - h) State
 - i) Zip
 - j) Phone Number
3. Click on I'm not a robot and complete the reCAPTCHA and 'Click' Submit.
4. You will see a message stating that an email has been sent with further instructions on completing the new student enrollment process. The system will create a user for you in the New Student Enrolment portal.
5. Use the link sent to your email to change your password to log into the system.
6. Log in to the [Family Access portal](#) using your new password and username.
7. Click on the down arrow next to the House and choose **New Student Enrollment**.



8. Click on the New Student Enrollment tile.
9. Carefully read all instructions on the Instruction screen. Click Start to start the registration process.
10. Click Start to begin completing the online forms. Please complete all steps carefully, pay close attention to how you entered your information.
11. Once you have completed all steps, click on Complete & Review at the top of the final required step. You can modify any information by clicking on the  icon to the right of the screen beside the step.
12. When you have finished reviewing the information entered for each step, check the box next to "I confirm that all of the above information is correct to the best of my ability."

13. You will see a screen thanking you for submitting the form. You can click Return to Dashboard beneath the message to return to the home screen.

You have completed the new student enrollment for your student.