

# HOME SCHOOL REGISTRATION

A centralized, home-school online registration process is provided for students who reside in the [20 school districts](#) in the NWRESD service area.

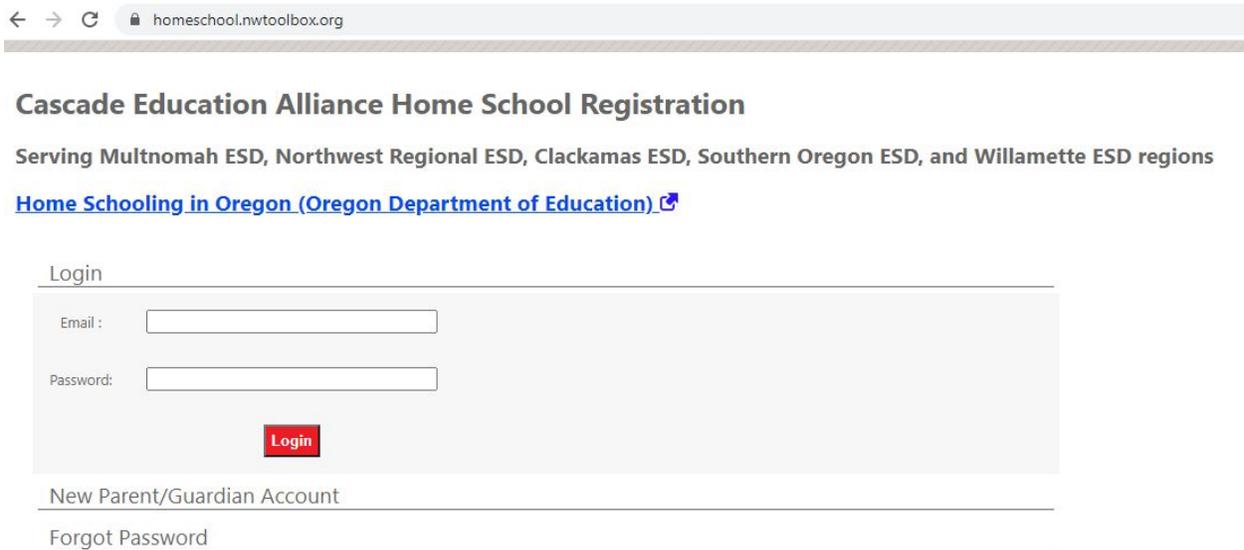
If your student is registered with a public or private accredited online program, you do not need to register with the ESD as a home school student.

To notify us of your intent to home school your child, please follow the steps below. Please note that your submission is not complete until you are able to access the Registration Confirmation/Acknowledgement Letter. This letter should be sent to your child's current/former school for their records.

## STEP 1

Go to the [Cascade Education Alliance Home School Registration Website](#)

Choose the **NEW PARENT/GUARDIAN ACCOUNT** line.



The screenshot shows a web browser window with the address bar displaying "homeschool.nwtoolbox.org". The page title is "Cascade Education Alliance Home School Registration". Below the title, it states "Serving Multnomah ESD, Northwest Regional ESD, Clackamas ESD, Southern Oregon ESD, and Willamette ESD regions" and includes a link to "Home Schooling in Oregon (Oregon Department of Education)". The main content area is titled "Login" and contains a form with two input fields: "Email:" and "Password:". Below these fields is a red "Login" button. At the bottom of the form area, there are two links: "New Parent/Guardian Account" and "Forgot Password".

## STEP 2

In the **NEW PARENT/GUARDIAN ACCOUNT** area you will be prompted to enter all your parent/guardian information. Please fill in the required fields. Once all fields are entered, hit **SUBMIT** at the bottom of the page.

Your login information can now be used to access this site in the future to update or edit your information or your child's home school status.

**New Parent/Guardian Account** ?

If your child participates in distance and/or online learning you do not need to register her/him to homeschooling.

For more information about homeschooling in Oregon please:

- go to [Home Schooling in Oregon \(Oregon Department of Education\)](#)
- OR
- contact your ESD at:
  - Clackamas Education Service District:** James Sang, Home School Administrator, (503) 675 - 4031 | jsang@clackesd.k12.or.us
  - Multnomah ESD:** (503) 257-1689
  - Northwest Regional Education Service District:** Phone: 503- 614-1626 | Fax: 503-614-1440 | Toll-free in Oregon: 1-800-295-3750 | seaton@nwresd.k12.or.us
  - Southern Oregon ESD:** 541-776-8590 | home\_schooling@soesd.k12.or.us
  - Willamette Education Service District:** Phone: (503)385-4623 | Fax: (503)540-2980 | Michelle.Alexander@wesd.org

Resident District:

First Name:

Last Name:

**Home Address**

Street:

City:

State:

Zip Code:

**Mail Address** ([Copy from home address](#))

Street:

City:

State:

Zip Code:

Phone Number:

I do not wish this information to be released outside the school district:

Email Address:

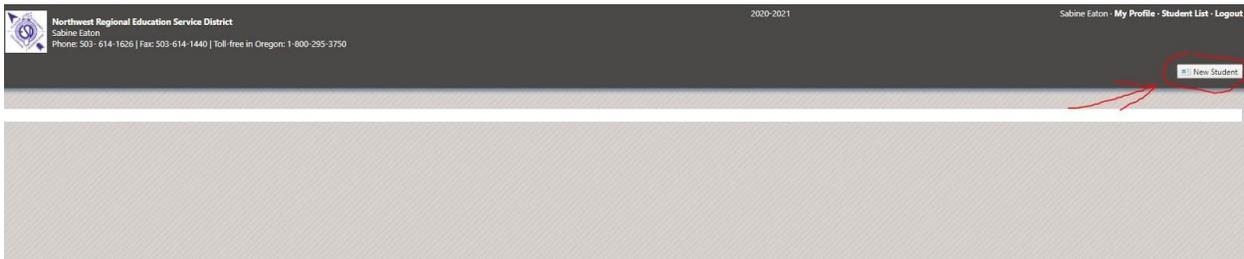
Confirm Email Address:

Password:  Minimum 8 characters

Confirm Password:

## STEP 3

Once you have entered and submitted the parent/guardian information, you will see a gray screen. Please go to the top right corner and hit the **NEW STUDENT** button.



## STEP 4

You will then be prompted to enter your child's information.

Once all fields are completed, please hit the **SAVE** button on the top right.

A screenshot of the 'Student Entry Screen' form. The header includes the district logo, name, phone number, fax number, and toll-free number. The year 2020-2021 is displayed in the center. On the right, there are links for 'Sabine Eaton', 'My Profile', 'Student List', and 'Logout'. A red box highlights a 'Save' button in the top right corner. The form contains the following fields: 'Registration Date' (11/20/2020), 'Status/Action' (dropdown), 'Last Attending School' (text), 'Child has IEP or PDP records' (checkbox), 'Child ID' (text), 'First Name' (text), 'Middle Initial' (checkbox), 'Last Name' (text), 'Grade' (dropdown), 'Birthdate' (text), and 'Note' (text area). A note at the top states: 'Please note that you can only register children 5-18 years old. Fields marked with \* are required.' Red asterisks indicate required fields.

## STEP 5

Once your child's information is saved, you have the option to print/save the following letters:

- Registration Confirmation
- Letter to College

You will need to send the Registration Confirmation/Acknowledgement Letter to your child's current/former school for their records. Access to these letters is in the top right corner of the screen as seen below. Clicking these buttons will automatically download the letter to your computer or device. Please note that notification is NOT automatically sent to your resident school or district once you register.



## **STEP 6**

If you have additional children in the household who you intend to home school, you will need to add each of those additional children to your account. You can do so by clicking the **+NEW** button. You will then repeat steps 4 & 5 for each subsequent child.

Once you have entered all children you intend to home school in the registration system, you can log out by clicking the **LOGOUT** button in the top right corner of the screen.



## **STEP 7**

Please log back into your account and update your information if you have changed your residence or if your child returns to public or private school. You may also access confirmation letters at any time by logging into your account.

### **Questions & Resources:**

We encourage all parents to read through our [Home School Notification](#) page in its entirety prior to registering.

The Oregon Department of Education sets the guidelines/requirements for home school students. For specific questions please contact ODE directly.

For technical issues with the online registration process/software, please contact NWRESA at:

Email: [homeschool@nwresd.k12.or.us](mailto:homeschool@nwresd.k12.or.us)

Message phone number: 503-614-1626