

# Online Registration Instructions for NEW Bentley Students

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1. **IF YOU ALREADY HAVE A BENTLEY STUDENT AND ARE ADDING ANOTHER, PLEASE FOLLOW THE “CURRENT/RETURNING STUDENT” INSTRUCTIONS. PLEASE DO NOT CREATE A SEPARATE ACCOUNT.** If you are a new student who has never attended Bentley before, please proceed to the next step.
2. Go to this link: <http://bit.ly/2MfGpfs> . Click on “More Options” and then click on “Create a New Account”.

English | Spanish | Italian | Arabic

## SCHOOL INFORMATION

### Barhitte Elementary

6080 Roberta St.  
Burton, MI 48509  
810.591.9661  
8:25am - 3:30pm  
Half Days 8:25am – 11:40am

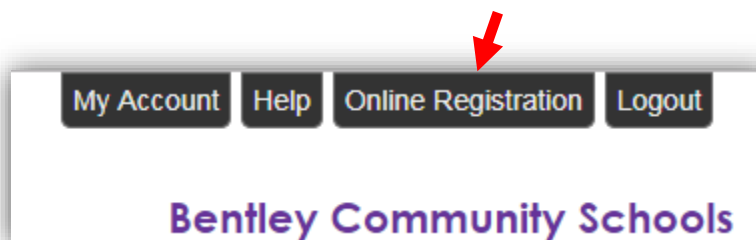
### Bentley Middle School

1180 N. Belsay Rd.  
Burton, MI 48509  
810.591.9040  
7:45am - 2:50 pm  
Half Days 7:45am - 11:05am

### Bentley High School

1150 N. Belsay Rd.  
Burton, MI 48509  
810.591.9811  
7:45am - 2:50 pm  
Half Days 7:45am - 11:05am

3. **Follow the instructions to set up your account.** Please note that IF you select “YES” to indicate you have had a student enrolled at Bentley before, you will have to contact the building secretary to obtain your login information. Only proceed if this if your first student ever enrolled at Bentley Community Schools.
4. Once you have created your account, **you will receive an email that will prompt you to create a password for your account.** Please check your email to complete the account set up process.
5. Once you have created a password, **use the username and password you created to login to Online Registration.** Once logged in, click on the “ONLINE REGISTRATION TAB” in the upper right corner.

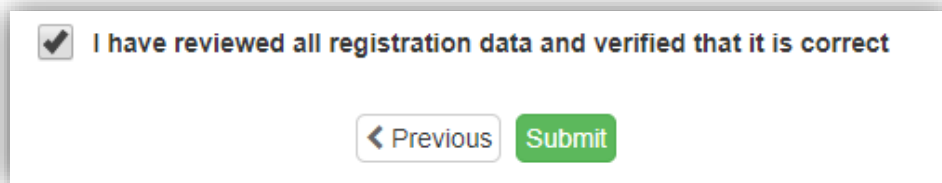
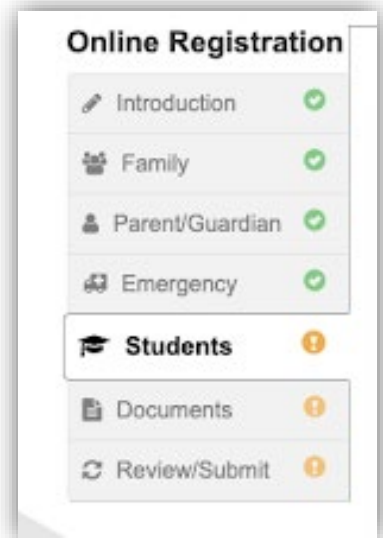


6. **Follow the instructions** and make sure each section has a green check mark. If you have multiple students, find each student under the **“STUDENT”** tab and update the student’s information.

7. In the **“DOCUMENTS”** section, you will have the option **of uploading documents or letting us know you will deliver a paper copy to the office.**

\*If you have any questions, concerns, or issues with the documents, select **“I will deliver a hard copy to the school instead of uploading it.”** and contact your school’s office for clarification/assistance.

8. In the **“Review/Submit”** section, you will be able to review your student’s information and any changes/deletions that were made. When you are satisfied, **please click the “I have reviewed all registration data and verified that it is correct” check box and hit the green “Submit” button** at the bottom of the page.



Once you have reviewed each student’s information, the buildings will be notified and accept the student or return the registration to you for more information or clarification. You will receive an email confirmation of this.

**NOTES:** As a new enrollee, we will need to have all of your paperwork completed before students will be accepted for enrollment in their building. In addition to submitting your student’s information online, the following documents will **MUST** be upload in ParentVUE during the registration process OR be brought to the school office as soon as possible:

- Discipline Verification
- Release of Records
- Original Birth Certificate
- Two Proofs of Residency
- Household Information Survey
- Other Documents If Applicable: Custody Agreements, IEPs, 504s, Medication Consent, etc.

**Please remember to supply the building with any additional documents needed for registration/enrollment.**

**IF AT ANY TIME YOU NEED ASSISTANCE, PLEASE REACH OUT TO YOUR BUILDING SECRETARIES AT THE NUMBERS LISTED ABOVE.**