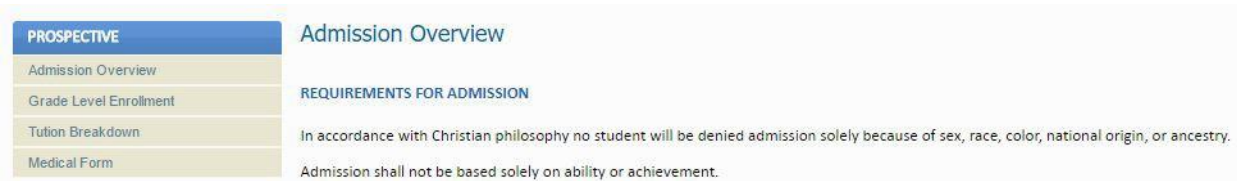


Online Registration for Parents of New Students

1. Go to your school's AscendSMS page. <https://saintjohn.ascendsms.com>
2. Click **REGISTRATION** in the blue menu bar.



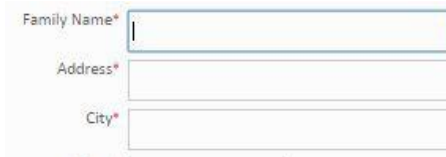
3. Review the registration procedure for your school and any links to necessary forms on the Admission Overview page.



4. Click on the **REGISTRATION (New Students)** button to start filling out the online registration form.



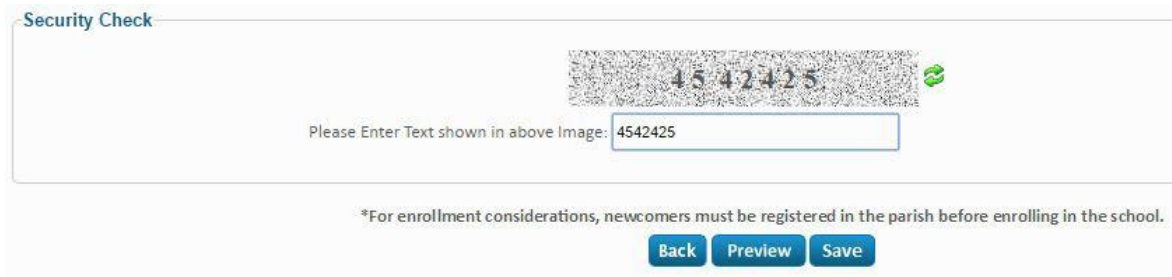
5. Fields with a red * are required by your school.



6. Look for notes from your school at the bottom of each of the four sections of the registration form!
7. Use the **NEXT** and **BACK** buttons to navigate the form.



8. Fill in the **Security Check** code at the end of the form and click **SAVE** to submit your application.



9. You see the following message and receive an email verifying that your application was submitted.



*** Remember to fill out and turn in any forms and fees associated with your school's registration process.

Online Registration for Returning Students

1. Go to your school's AscendSMS page and login to your account. <https://saintjohn.ascendsms.com>
2. Click **RE-ENROLL** in the blue menu bar.




3. Select if your child will be returning or not.
NOTE: You will see all of your children listed here if you have your accounts combined.
4. Choose the **Grade Level** your child will be entering next year.
5. Answer any other questions your school may include on the Re-Enrollment Form.
6. Your name will be auto-filled for your electronic signature.
7. Look for notes your school may add to the form!
8. Fill in the security code and click **SAVE** to submit your application.

Thank you for choosing our school!

Bradford, Jorgia

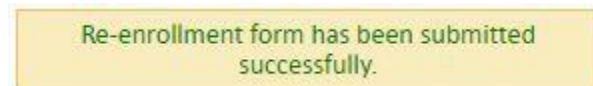
Last Name* Bradford	First Name* Jorgia	Returning to RF Demo* <input checked="" type="radio"/> Yes <input type="radio"/> No	Upcoming Grade Level* 2
<p><input checked="" type="checkbox"/> I have read the student handbook.*</p>			
<p>Parent/Guardian Signature: _____ Ben Bradford</p>		<p>Date: _____ 01/27/2017</p>	

Remember to send in all medical forms by February 28th.



Please Enter Text shown in above Image:

9. You will see the following message and receive an email to verify your application was received.



- *** Remember to fill out and turn in any forms and fees associated with your school's registration process.
- *** You will need to fill out a New Student Registration for any children that will be new to the school.
- *** You will need to check and update your profile in Ascend so the school will have accurate contact information for your family.