

Niles Adventist School
Online Registration Instructions

- 1) Go to www.NilesAdventistSchool.org, click on Online Registration, then click on the black box for Online Registration. If this is the first time you are registering online for NAS, create a new account (even if you already have an UltraCamp account for Camp Au Sable, please create one for NAS). You will enter primary and secondary contact information, then set up your Username and Password.
- 2) Add a person (student) to your account. Save and Make a Registration.
- 3) Confirm student's grade.
- 4) Select either "New Student Application" or "Returning Student Application" for each student.
- 5) Enter required information, then acknowledge completion. Click to sign to create a "signature."
- 6) Continuing filling out forms with required information, then click to sign.
- 7) Once you have finished, you will see a confirmation page with a link to Adventist School Pay, in case you would like to use that web site to pay tuition and fees. There will be a link to return to your account detail. A confirmation email with your registration forms, including additional ones that still need to be filled out, will be sent to you. We will print out the forms that were filled out online, as well as have the other forms available at registration.
- 8) Add additional students and Make a Registration for each one as needed.
- 9) Click on *Additional Options, Document Center* for the additional forms that you will need to sign: **Health Appraisal, Student Behavior Contract, Student Photo Release, Student Record Release**, and the **Technology and Internet Acceptable Use Policy**. These forms can be downloaded, filled out, and uploaded again. Or you can get them from the school office or at registration if you prefer. They can also be printed from our web site.
- 10) You can log in and make changes to information as needed.
- 11) Please call the school office at 269-683-5444 or email secretary@nilesadventistschool.org if you have any questions or problems.
- 12) Note that we need the following information for **new students**:
 - a. Health Appraisal (for students new to Michigan schools - signed by a doctor)
 - b. Up-to-date Immunization Records
 - c. Birth Certificate (copy)
 - d. Student Record Release for students who have been in a previous school (records may include the three previous forms/records)
 - e. Kindergarten students need to have a hearing and vision screening done prior to school starting.