

# WEYMOUTH PS STUDENT ONLINE REGISTRATION

(Please see separate instructions for current Johnson students.)

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(Step 2)

Registering a New Student (see next page for Returning students):

- 1) Log into <https://ma-weymouth.familyconn.com> using your email address as the **User ID/Email**, and the **Password** you provided during the account-creation process.
- 2) Click **Register New Student**.
- 3) Begin entering the information. You will need to complete all six side-tabs at your convenience. Always click **Save and Return to Home** before leaving the site.
- 4) When you login again, click **Continue Entry**.

**Messages will appear telling you what you're missing when you try to change side-tabs or when you try to SUBMIT.**

- 5) After completing all required fields, click **Save and Return to Home** and click **\*\*\*Submit Form\*\*\*** on the Home page. **IF YOU DON'T SUCCESSFULLY "SUBMIT FORM", YOU HAVE NOT REGISTERED YOUR STUDENT!!!**
- 6) To register additional students, repeat steps 2 to 5. Most fields will fill in from the first child you registered. Only child-specific information will need to be entered for a second child.

**If, at any point, you should forget your UserID/Email or Password, simply click the "Forgot login/password" on the upper right of the login page.**

Please proceed to the "Proof of Residency" (Step 3) instructions at: <http://www.weymouthschools.org/district/family/pages/registration-information>

**PLEASE SEE NEXT PAGE FOR: Registering a Returning student, or a previous or current referral for special ed testing (Pre-School or Private School student.)**

Registering a Returning student, or a previous or current referral for special ed testing (Pre-School or Private School student).

- 1) Log into <https://ma-weymouth.familyconn.com> using your email address as the **User ID/Email** and the **Password** you provided during the account-creation process.
- 2) Click **Re-Enroll** for the child in question. If the child in question does not appear on your list, please log out and call **Karen Mariani at 781-335-1460 X20301**. Please **DO NOT** “Register New Student” for a child with a previous connection to Weymouth Public Schools.
- 3) Once the child appears on your list after you log back in, click **Re-Enroll**.
- 4) Any data already in our student database will appear. Complete the missing fields and update existing data, if appropriate.
- 5) You will need to complete all six side-tabs at your convenience. Always click **Save and Return to Home** before leaving the site.
- 6) When you login again, click **Continue Entry**.

**Messages will appear telling you what you’re missing when you try to change side-tabs or when you try to SUBMIT.**

- 7) After completing all required fields, click **Save and Return to Home** and click **\*\*\*Submit Form\*\*\*** on the Home page. **IF YOU DON’T SUCCESSFULLY “SUBMIT FORM”, YOU HAVE NOT REGISTERED YOUR STUDENT!!!**
- 8) To register:
  - Another returning student, repeat steps 2 – 7.
  - A new student, return to the instructions on page 1 above.

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