

School Office Pro Registration Instructions

First time user of School Office Pro:

1. Enter your personal information under “Create Family Account” then click on the “Create Account” button
2. To access information pertaining to your child, click on “Returning Student” on the left hand side of the page
3. Look at your “Household List” to the right of the screen. If your child’s name does not appear you will need to add it to the list
4. To add a child to your household list:
 - a. Enter your child’s first, middle, last name and date of birth
 - b. Select the school and CURRENT grade
 - c. Click “Add Student”
 - d. The child’s name will now appear under your household list
 - e. If you have more than one child in Genoa-Kingston District 424, repeat steps A through C to add all of your children to the list
5. Click “Go to Enrollment” for the returning student
6. Click next on the bottom of the screen
7. You will go through all of the forms necessary for your child to be registered for the upcoming school year
8. Update and/or make any corrections to your child’s information
9. After you have completed the process you will click “Submit Forms” near the top of the page.
10. Any medical forms pertaining to your child’s grade that need to be completed will appear on the final page. These forms can be printed and taken with you to the appointment.

If you have any questions or need any help, please contact any of the schools within the district. We are here to help!