

# Registration Instructions for Current Students at Leawood



Log into Jeffco Connect and click on your student(s) name. (If you have more than one student, each one will need to be updated and verified individually. The information does not roll to each student in your family).

1. Enter information for your student on each item on the left side of the screen.

CLICK ON EACH OF THE FOLLOWING:

- Residency
  - Contacts – if your mobile phone is used as your house phone, mark it as your primary # and put in the first position. Please add additional emergency contacts. Update all numbers, emails, check the boxes.
  - Enrollment
  - Health
  - Language
  - Agreements - Code of conduct & Bring your own device
2. When you are finished scroll to the bottom of the screen and:
- CLICK 'SUBMIT'
  - CHECK THE 'I AGREE AND APPROVE SQUARE' and then
  - CLICK 'ACCEPT' – an electronic signature will be captured when you accept...you will get a message at the top of this student's summary page that says your information has been sent to the school.

**If you have more than one student,  
You must repeat all steps**

Once you have completed updating Jeffco Connect, click on the *Home* button. You can now access the Jeffco Student Fee Payment, Meal Payments, Free & Reduced Lunch Applications when you are finished.