



ARROW REGISTRATION GUIDE

Returning Families and *Newly Accepted Families - Start Here

*After completing the interview process, Newly Accepted Families will be notified via email to move on to this first step.



- [CLICK HERE](#) to complete the Family Registration Details Form (this is required to move on to next step in the registration process)
- Upon completion of Registration Details Form you will receive an email invitation from Hello Sign to complete and E-sign all documents required for registration.
- Upon completing and submitting all required documents, your family will later be notified by email with further instructions for class registration on the appointed date.

PLEASE COMPLETE ALL OF THE FOLLOWING STEPS FOR EACH CHILD YOU ARE REGISTERING. YOU WILL CHECKOUT SEPARATELY FOR EACH CHILD

Login to the Arrow website using your primary email

COURSE SELECTION

- Use [PDF](#) for a printable view of the class schedules.
- You will create one class schedule PER CHILD per checkout.
- Ensure you are registering your child for their correct grade level. Students will not be admitted into a class outside of their grade level unless they have obtained permission by submitting a [Class Petition Form](#).
- Please note the outside assignments / requirements when reading the class course descriptions.
- Add desired classes to your cart to create your child's class schedule. If you are registering more than one child, remember, you need to complete all of the steps for each child you are registering, one child at a time.

REVIEW YOUR CART

- Select the bag icon in the upper right corner of the screen.
- **REVIEW CLASSES CAREFULLY.** Please ensure you have selected no more than one class per period and that all classes in your cart are in the appropriate grade range for your student. Please do not leave gaps in your child's schedule.
- Students will be removed from any class which is not slated for his/her grade.
- Ensure you are only registering ONE student at a time. All classes in your cart should be for the same student.
- Enter your Registration Code in the "Arrow Code" field > Apply
- Scroll down to the bottom of your cart > "Proceed to Checkout"

COMPLETE CHECKOUT

- Log in to Arrow website (if you haven't already).
 - *Always use your primary Arrow email*
 - Enter billing information
 - Enter student information
 - Select Payment Method
 - eCheck - enter account and routing number (a small fee may apply)
 - Debit/Credit Card - a \$20 service fee will be added
 - Place Order