

Parent Registration Instructions

Step 1: Log into your parent portal at dlsinfo.org

If you already have access to your parent portal, you can skip this section and proceed to Step 2

Reset your password for the Parent Portal

- A. Visit dlsinfo.org in your web browser
- B. Click on the Lost Password button (yellow)
- C. Enter your email address and click "Get New Password"

You will receive an email with instructions for how to set your password. If you don't receive this email, please check your Spam or Junk folder.


Welcome

For Current Families, click on this [link](#) to view a tutorial video that includes important features in the Parent Portal and re enrollment instructions.

Email

Password

[Lost Password](#) [Login](#)



Please enter your username or email address.
You will receive an email message with instructions on how to reset your password.

Username or Email Address

[Get New Password](#)

[Log in](#)

Step 2: Update Student Enrollment, Medical, and Forms

From the Parent Dashboard, look for the list of Children/Students. For each student re-enrolling, please click the Update button next to their name.

The screenshot shows the Parent Dashboard with a sidebar on the left containing sections for Family Info, Reports, and Important Links. The main content area is divided into several sections: Active Account Requirements (with status 'Pending Requirements' and buttons for 'Review & Sign' and 'Pay'), Parents & Authorized Contacts (a table with columns for Name, Type, Status, and an Update button), and Children (a table with columns for Name, This Year, Next Year, and an Update button). The Children table lists Lilly Doe and Jimmy Doe.

Name	Type	Status	Action
John Doe	Parent	Active	Update
Jane Doe	Parent	Active	Update
Doug Smitherton	Other	Active	Update
John Cook	Other	Active	Update

Name	This Year	Next Year	Action
Lilly Doe	Approved Update required	No enrollment	Update
Jimmy Doe	No enrollment	No enrollment	Update

Step 2: Update Student Information and Enrollment

On the Student Detail page, add Enrollment and Medical Records

- Click the “Add Enrollment” button and fill in all required information. Save your changes to return to the Student Detail page.
- Click on the “Add Medical Record” button and fill in all required information. Make sure the academic year for this record matches the year for the enrollment you created in step A. Save your changes to return to the Student Detail page.
 - Note: If you’re required to bring signed medical forms to your location, the medical section will continue to display a badge until this step is completed.

The screenshot shows the Student Detail page for 'Test01 Student'. It includes sections for Student Details and Enrollment Information, Parents/Guardians, Authorized Contacts, Enrollment Location & Schedule, Medical Information, and Enrollment Requirements. The Enrollment Location & Schedule section shows enrollment for 2025-2026 at Bailey Elementary. The Medical Information section shows medical records for 2017-2018, 2021-2022, and 2025-2026, with an 'Add Medical Record' button for the current year. An important alert is displayed below the medical records section.

IMPORTANT ALERT: Please click on the green ADD button to add the medical information for the current school year.

Add Enrollment & Medical Records

- C. Scroll to the bottom of the Student Detail page and look for the section called “Required Enrollment Forms”. Click the “Edit” button on the first one. Sign and Date the form. Repeat this process for any outstanding forms.

The screenshot displays a web interface for student enrollment. On the left, the 'Authorized Contacts' section includes a table with columns for Name, Relationship, and Emgcy. Two contacts are listed: Doug Smitherton (Friend) and John Cook. On the right, the 'Enrollment Requirements' section lists three items: Assign Parents/Guardians, Assign Emergency Contacts, and Medical Information (Current Year). Below that, the 'Required Enrollment Forms' section lists eight items, each with an 'update required' status and an 'Edit' button. A callout box with an arrow points to the 'Edit' button of the first form, 'Diapering Statement'.

Name	Relationship	Emgcy.
Doug Smitherton	Friend	✓
John Cook		

- Enrollment Requirements
 - Assign Parents/Guardians
 - Assign Emergency Contacts
 - Medical Information (Current Year)
- Required Enrollment Forms
 - Diapering Statement (update required)
 - Emergency Transportation Authorization (update required)
 - Acknowledgment of Policies and Procedures (update required)
 - Child Pickup Authorization (update required)
 - Child Photo Consent (update required)
 - Early Dismissal Plan (update required)
 - Child Information Form (update required)

Sign & Date Required Enrollment Forms

Repeat these steps for each student.

Step 3: Active Account Requirements

Once you're done updating all student information, navigate back to the Parent Dashboard. At the top of the page look for the section titled "Active Account Requirements". Check for any items that have outstanding tasks.

To submit your application, click on the "Review & Sign" button.

The screenshot shows the Parent Dashboard with a search bar and a 'Logout' button. The 'Active Account Requirements' section is highlighted. It includes a status message: 'Status: Pending Requirements. We need additional information from you as soon as possible. Please complete any outstanding requirements to maintain your enrollment.' Below this, there are two rows: 'Submit Customer Application' with an 'Incomplete' status and a 'Review & Sign' button, and 'Outstanding Balance' with an amount due of \$484.00 and a 'Payment required' status and a 'Pay' button. A callout box labeled 'Step 3: Complete all Active Account Requirements' points to the 'Review & Sign' button. Other sections include 'Family Info', 'Reports', 'Important Links', 'Parents & Authorized Contacts', and 'Children'.

If you have any incomplete tasks or forms, they will be listed here. You must complete all items before you can submit your application.

The left screenshot, titled 'Outstanding Requirements', shows a list of application requirements with their status. Requirements like 'Customer Refund Policy', 'Policies and Procedures', and 'Test01 Student' are marked as 'Customer required' or 'Needs attention'. A 'Finish Later' button is visible. The right screenshot, titled 'Ready to Submit Application', shows the same list with all requirements marked as 'Complete'. Below the list is a 'LATCHKEY APPLICATION' section with a signature field (filled with 'John Doe'), a date field (filled with '09/02/2026'), and 'Finish Later' and 'Save Changes' buttons.