**WELCOME TO A NEW SCHOOL YEAR!**

**Information for Completing the Online Registration**

**First thing you will need is an email address. If you do not have one, please get one set up.**

**(We suggest gmail or Hotmail)**

**-Open to the Hardeman School webpage at www.hardemanschool.com.**

**-Find and click on the Parent Portal tab. This opens the TeacherEase/Common Goal site.**

**-Click on the blue Login tab. Here enter your email address and password. If you don’t have one or can’t remember the password, click to change. The system will send you an email with a password set up or change link.**

**-This should open the Parent Site.**

**-Read the Welcome information.**

**-Click the Online Registration tab**

**-Your student information comes up (if you have more than one, all your kiddos will be listed . And yes, you will need to follow the steps for each kiddo.) Answer each question for each student (s) that you have.**

**\*\*\*Each question MUST BE answered to continue through each page \*\***

**-There is an Online Registration section plus a Handbook section.**

**-Once each section is completed, you will need to submit the information.**

**-This turns your information over to my system to review and mark complete.**

**If you have any questions, please let me know at the school’s number 660-837-3400.**

**Thank You and Have A Great Day! Mrs. Rayetta Leimkuehler**