

SCHOOL REGISTRATION

Registration must be completed and approved to begin the reconciliation process. During this process if your computer is left idle for 15 minutes, you will be logged out and have to start over. Please be prepared with the following information, as details entered cannot be saved for later and you will be required to restart the process if you don't have everything listed below:



SCHOOL FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)



MAILING AND PHYSICAL ADDRESS INFORMATION



PRIMARY AND SECONDARY CONTACT INFORMATION

One of the following will be required as proof of employment for both primary and secondary contacts:

- ID Badge
- Letter of Employment
- Business Card



ACCREDITATION INFORMATION

- Name of accrediting association
- Date of accreditation
- Letter of accreditation from accrediting association

