

Registration Directions *(for new registrations only)*



Creating a ParentCONNECT account begins with online registration.

1. Select the ParentCONNECT link from the district homepage at [www.hicksvillepublicschools.org](http://www.hicksvillepublicschools.org).



2. Select Pre-Registration from the next page.



3. Complete all of the required information on the page that follows, paying careful attention to the following:
  - Parent Information  
The name fields should contain the name of a single parent or legal guardian, not multiple people. It should also be the name of the person who will pick up the password with matching photo identification as credentials will not be released otherwise. (The registrant must also be on record as the parent or legal guardian at the school.)
  - Student Information  
Be sure to include the names of every child you have in the Hicksville School District to avoid additional work or visits in the future. A single account provides access to students in all buildings.

Please fill out the following form, and press the submit button when you are finished.

Parent Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Home Phone:	<input type="text"/>
Work Phone (optional):	<input type="text"/>
Email Address (optional):	<input type="text"/>

  

Student Information	
<i>Please enter information for each of the students you would like to register.</i>	
<i>Please list each student you wish to register as follows &lt;Student Name&gt;, &lt;Student School&gt;, &lt;Grade Level&gt;</i>	
<i>e.g.</i>	
<i>Victoria Smith, Alameda High School, 9</i>	
<i>John Smith, Alameda High School, 12</i>	
<input type="text"/>	
<input type="button" value="Submit"/>	

4. Click the Submit button. If you do not see the words **“Your registration has been submitted”** on the next page, we did not receive your registration. Please attempt pre-registering once more before contacting us at [parentconnect@hicksvillepublicschools.org](mailto:parentconnect@hicksvillepublicschools.org) .  
**You will be contacted by the school of the oldest child pre-registered at the number provided above to pickup your credentials and complete this registration process.**

**Thank you for participating in the program to strengthen communication between the school and home.**