

HARTLAND HIGH SCHOOL REGISTRATION WALKTHROUGH

Registration for Hartland High School students is fast, easy, and efficient. This step-by-step guide will help make the seemingly large task of registration for school easy and understandable. If you follow the steps listed here and consult the HHS Website (www.hartlandhighschool.us), you will be prepared and ready for the first day of school before you know it!

1. Sign-up for a PayFort.net account (Follow these links: HHS Main Webpage → Parents → PayFort)
2. Go to the HHS Registration Page (Follow these links: HHS Main Webpage → Parents → Registration)
3. Review ALL documents in the “Required Registration Documents for All Students” section.
4. Determine if you need any of the files in the “Optional Registration Documents” section.
5. If you require any of the “Optional Registration Documents”, print them out or pick up a hard copy in the office, and then return them at your registration.
6. Complete and review ALL forms in the individual class sections (Freshmen, Sophomore, etc...)
7. If you are purchasing a parking permit, review the link titled “HHS Parking Registration Instructions”
8. Once you have reviewed all documents and completed all forms on the HHS Registration Page, log into your PayFort account. (Note: You either have an account from last year if you attended HHS or you created one in step 1 above)
9. Once logged in, click on “Fees” and then “Make Fee Payment”
10. Pay any “Assigned Fees” that you see listed under the “Assigned Fees” Category
11. Select your student that you wish to purchase items for, and then view all purchase options in the “Optional Fees” section.
12. Scroll down and click the green “+” symbol next to any item you wish to purchase and you will see it automatically added to a list on the screen titled “Transaction Details”. Add as many items as needed and then pay when you are completely finished. You may pay with check, credit card, or debit card on the PayFort site.
13. Once you have paid for anything you wish to purchase, completely fill out and sign BOTH SIDES of the colored Emergency Contact and Parent/Student Signature Page that was mailed home.
14. Arrive at registration during the time of your class registration with your Emergency Contact and Parent/Student Signature Page. If you are purchasing parking, make sure to have your driver’s license and a copy of the vehicle registration or you will not be able to receive your spot.
15. When you arrive on registration day, you will get your school picture, pick up any athletic passes you purchased, sign up and get information for school clubs, turn-in your completed Emergency Contact and Parent/Student Signature Page, and pick up your class schedule. If you did not purchase your items on PayFort before registration, we will have staff available to help (this may increase your wait time).

**If you have further questions please visit the website (www.hartlandhighschool.us) or call (810) 626-2200*