



## Registration Instructions: School

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### Important Information

- Carefully check the list to make sure that your school is not already registered. If your school name appears on the list for your city **DO NOT REGISTER AGAIN**. Select the school from the list and check the existing information. If anything needs to be updated, make the revisions before clicking the submit button.
- When registering a school for the first time, be sure to use the official name of the school, making it easily identifiable by others who will access it. (i.e. Superior Elementary School , Superior High School)
- The school leader is typically the building principal.
- The closing date must be set when you register the school. This is the last date an individual may complete the assessment. **However**, the closing date may be changed **after** the school has been registered. Your closing date will appear when you log into TAGLIT.

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### Registration Information

1. If you are logged into TAGLIT, click the “School” link found beneath “Register” found at the left of your screen.
2. If you are not logged into TAGLIT, click the “Manage TAGLIT” link found at [www.testkids.com/taglit](http://www.testkids.com/taglit). Log in as either the data manager (found under the school district link) or the school leader (found under the school link), then follow step 1.
3. Select your city from the drop-down list.
  - If your city is not listed, click “My City is not Listed” and skip to step 5.
4. Select your school from the drop-down list.
  - If your school is not listed, click “My School is not Listed” and go to step 5.
5. If the school is the only school in that city listed, select it and go to step 5.
6. If the school is listed multiple times select the most appropriate name, verify and edit the information before clicking the “Submit” button.

7. Complete the registration forms for both the school and the school leader. Note: Building level, closing date, school name, street address, city, state, postal code, country, telephone and fax numbers are required in order to successfully register a school. The first and last name, title, telephone and Email address is required to successfully register the school leader.
8. Click "Submit."