

Online Registration Directions for Parents

Please complete the online registration before August 4th at 3:00 p.m.

Your login and password:

Username is your last name

Password can be found on the label

1. Begin on our school web page: www.brownsvalley.k12.mn.us
2. Select the "2022-23 School Year" link under Quick Links on the left side.
3. Select the "JMC Online Registration" link.
4. Select "Family".
5. Select the year "2022-23" from the drop down menu.
6. Enter your Username and password (found at the top of this page).
7. Select "Login".
8. Select "Register for 2022-2023" on the left side of the page.
9. On the "Registration Dashboard" page, select "Start/Continue Registration Process." (Select "Registration Dashboard" on the right at any time to return to this registration homepage.)
10. Read the instructions and complete the questions. Select "Next" to go on (at the to right of each page). Complete all questions FOR EACH STUDENT being registered.
11. Select "Finish" when you have completed the registration process. Then select "Ok."
12. Complete the following found on the Dashboard underneath "Start/Continue the Registration Process"
 - "MN Ancestry Form" (for new students only; if it says "Completed" you may skip this form)
 - "Custom Fields"
 - "Health Custom Fields"
 - "Digital Equity Questionnaire"
13. Complete the "Meals Application" found on the bottom of the Registration Dashboard page. This will affect Free/Reduced meals, P-EBT benefits, and compensatory aid. It is very important that EVERY FAMILY complete this form whether or not you qualify for free/reduced meals.
14. When all steps are completed, select "Log Out" on the bottom left side.

Pertinent policies and important information for the beginning of the year are found on our school district's web page under the "2022-23 School Year" link.

If you do not have access to the internet or a computer to complete the online registration, please call the school office at 320-695-2103 to make an appointment to come to the school and register. Please stop at school to pay fees any time August 2, 3, or 4 between 8:00 a.m. and 3:00 p.m. (or pay online if the portal is ready by the time of registration).