



# Scholar Registration Guide

## New and Returning Families

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2026 - 2027

## Step 1

# Login to your Family Portal account to begin

- Login to the Success Academy [Family Portal](#) using your email, phone number, or preferred social media platform.



### What should I do if I can't remember my login credentials?

First, try resetting your password. If you are still unable to recover your account, call your school's [Main Office](#) for assistance.

# Application for Success Academy

EMAIL OR MOBILE PHONE NUMBER

Forgot your email or phone? [Click here](#)

Continue

Login with your favorite social media account



Google



Facebook

## Step 2

# Navigate to the “Your Tasks” tab to view required registration forms

- You must complete the registration process for each of your scholars, regardless of whether they’re new or returning.



### How long do I have to finish all of my required registration tasks?

All forms must be completed before your scholar(s) first day of school, so don't delay!

### Step 3

## Confirm that your scholar will be attending Success Academy

- **New Scholars** – Click “Confirm Acceptance” to secure your seat. If you declined your seat by mistake, please reach out to our Family Care team for assistance.

**Phone:** [646-472-1911](tel:646-472-1911)

**Email:** [families@successacademies.org](mailto:families@successacademies.org)

- **Returning Scholars** – Click “Confirm” to indicate that your scholar will be returning to Success Academy for the upcoming school year. If you clicked “Not Returning” by mistake, please contact your school’s [Main Office](#) for assistance.

### New Scholars



#### **You're in! Secure your seat.**

You've been accepted to SA Hudson Yards. Please secure your seat by confirming your acceptance.

**Confirm Acceptance**

Decline

[See more details](#)

### Returning Scholars



#### **Confirm your scholar is returning**

Please confirm that your scholar will be returning to Success Academy for the upcoming school year.

**Confirm**

Not Returning

## Step 4

# Click “Get Started” to begin the registration process

- There are 15 forms required to complete registration. Each form has written instructions at the top of the page.
- The following documents must be submitted for each scholar to complete the registration process:
  - Health Form / Physical
  - Immunization Record
  - Proof of Identity
  - Proof of Residency



### What if I don't have the necessary documents to complete one of the steps?

Registration forms do not need to be completed in order. If you are unable to complete a step, you may skip it and come back to it at another time.

## Antonia Hernandez

### All forms

0 of 15

There are 15 forms required. We'll take you through all them one-by-one.

Get started

> **Uniform** 0 of 1

▼ **Health Info** 0 of 2

Scholar Health Questionnaire

Scholar Health Documents

▼ **Consents** 0 of 4

Parent/Guardian Contract

Media Consent

Field studies Permission

Scholar Work

▼ **Scholar Info** 0 of 8

# Frequently Asked Questions



## How can I find the phone number for my school's Main Office?

All Main Office phone numbers can be found by visiting [successacademies.org/locations](https://successacademies.org/locations)



## Where can I find my scholar uniform discount code?

Discount codes can be found in the "Uniform" section of your scholar(s) registration tasks.



## What do I do if my uniform discount code isn't working?

If your discount code isn't working, please contact our Family Care team for assistance.

**Phone:** [646-472-1911](tel:646-472-1911)

**Email:** [families@successacademies.org](mailto:families@successacademies.org)



## What if I'm not able to complete all registration tasks before the deadline?

If you anticipate that you will not be able to complete all your registration tasks by the first day of school, please call your school's [Main Office](#).

Registration extensions are granted on a case by case basis.