

ONLINE REGISTRATION INSTRUCTIONS

PARENTS OF RETURNING STUDENTS

- 1. LOG IN TO YOUR POWERSCHOOL PARENT PORTAL**
- 2. CLICK ON FORMS ON THE LEFT SIDE**
- 3. CLICK ON THE ENROLLMENT TAB**
- 4. COMPLETE EVERY FORM THAT IS LISTED**
- 5. COME TO IN PERSON REGISTRATION TO PROVIDE RESIDENCY DOCUMENTS (if you have an address change or a legal name change, you will need to bring those legal documents to in person registration for the changes to be made in PowerSchool)**

PARENTS OF NEW STUDENTS

- 1. CLICK THE LINK ON THE DISTRICT HOME PAGE FOR NEW STUDENT REGISTRATION**
- 2. COMPLETE THE PRE-ENROLLMENT FORM**
- 3. ONCE APPROVED BY THE SECRETARY TO CONTINUE, YOU WILL RECEIVE AN EMAIL TO SET UP YOUR POWERSCHOOL PARENT ACCOUNT**
- 4. INSIDE THE POWERSCHOOL PARENT ACCOUNT, 5. CLICK ON FORMS ON THE LEFT SIDE**
- 6. CLICK ON THE ENROLLMENT TAB**
- 7. COMPLETE EVERY FORM THAT IS LISTED**
- 8. COME TO IN PERSON REGISTRATION TO PROVIDE RESIDENCY DOCUMENTS**