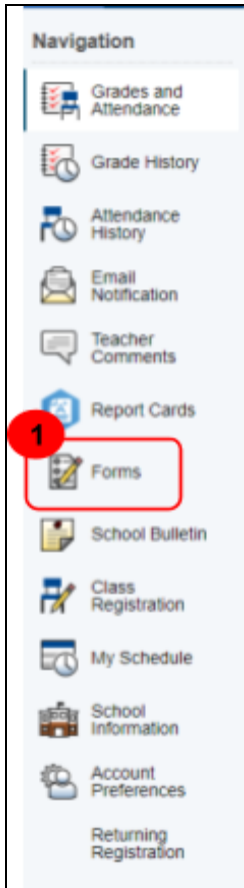


Accessing and Completing Online Registration Forms



1. Once you have logged into PowerSchool Parent Portal, look at the left-hand navigation and click on **Forms**.

2. Once in **Forms**, click on **Preferences** and choose whether or not you would like to enable parent notifications. **We strongly recommend you choose to enable parent notifications to ensure ongoing, necessary notifications.** If you choose to enable parent notifications, you will need to add an email. Once done, click **Save**.

The image shows a 'Preferences' dialog box with the following content:

- Enable Parent Notifications: Yes (selected) No
- Notification Email: To add more than one email address, separate by commas; e.g. 'jaredoe@mail.com,bilbob@mail.com'
- Notification Email field: name@email.com
- Buttons: Save, Cancel
- Background button: Preferences

3. Next, click on the **Enrollment** tab at the top of the screen. To begin the forms, click on the name of the first form to start.

As you finish each form, click **Submit** to send the information to the district. **Save for Later** will allow you to save where you are on the form but will not submit to the information to the district.

Please go through and complete all required forms.

The image shows the PowerSchool SIS interface for 'Mary'. The 'Enrollment' tab is selected. The 'Enroll Form Listing for Test, Mary' page shows a table of forms. The first form, 'A - Student Demographics - New', is highlighted with a red box.

Status	Form Name	Form Description	Category	Last Entry
Empty	A - Student Demographics - New		Coventry	
Empty	B - Student Address - New		Coventry	
Empty	C - Registration Documents - New		Coventry	
Empty	D - Student Contacts		Coventry	
Empty	E - Previous Enrollment - New		Coventry	
Empty	F - Home Language Survey - New		Coventry	
Empty	G - Student Services History - New		Coventry	
Empty	H - Health Information		Coventry	
Empty	I - Daycare Information		Coventry	