

## USD 270 PowerSchool Student Enrollment Process

All forms to be completed are available through the PowerSchool Parent Portal. If you do not have a parent account, please submit this Google Form to have one created for you. <https://forms.gle/xh8ZfgtMCNr1BGSD7>

**NOTE: Enrollment forms are not available on the PowerSchool mobile app. Go to [plainville.powerschool.com](http://plainville.powerschool.com) on a computer to sign in to your parent account and access and submit all forms. If you do not have access to a computer to complete the enrollment process, a Chromebook will be available for you to use at enrollment on August 5.**

After signing in to your PowerSchool parent account, you should see all of your students' names on the top blue bar, with the first name being highlighted. Click on Forms, along the left of the window, and you will see the list of enrollment forms.

The screenshot shows the PowerSchool Parent Portal interface. On the left is a navigation menu with icons for various features: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Forms (circled in red), School Bulletin, Class Registration, Balance, My Schedule, School Information, and Account Preferences. The main content area has tabs for 'General Forms', 'Class Forms', and 'Student Support'. Below the tabs is a search bar labeled 'Search forms...'. The 'Enrollment' section is active, displaying a table of forms. A progress bar at the top right of the enrollment section is partially filled with green and red. The table has columns for Status, Form Name, Form Description, Category, and Last Entry.

Status	Form Name	Form Description	Category	Last Entry
Empty	<a href="#">2021-2022 HOUSEHOLD ECONOMIC SURVEY</a>	This form only needs to be submitted once per family.	Enrollment	
Submitted	<a href="#">2021-2022 Student Contacts</a>		Enrollment	07/22/2021 3:51:39 PM
Submitted	<a href="#">2021-2022 Student Registration Form (Google Form link)</a>		Enrollment	07/22/2021 9:27:16 AM
Empty	<a href="#">Online Fee Payment</a>	(Optional) Includes a link to the online payment site. You may also pay by check or credit card at in-person enrollment on August 5.	Enrollment	
Empty	<a href="#">Rooks County Health Dept Vaccine Forms</a>		Enrollment	

Click on the link for each form to view, complete the necessary fields, and submit.

**2021-2022 Household Economic Survey** - Although this form will be listed for each of your students, it only needs to be submitted once per family.

**2021-2022 Student Contacts** - Information that is currently in PowerSchool for your student will be displayed. If all of the information is current and accurate, simply click the Submit button to verify. To remove a contact person, click the X to the right of their name. To edit any information on a contact, click the pencil to the right of their name. To add a new contact person, click the Add button.

**2021-2022 Student Registration Form** - includes a link that will open up a Google form.

**Online Fee Payment** - (optional) includes a link to make an online payment, if desired.

**Rooks County Health Dept Vaccine Forms** - If you have questions on this letter and links, please contact the county health department.

Be sure to complete all forms for each of your children (except for the Household Economic Survey, which only needs to be completed once per family).