

Plainville, USD 270
Returning K-12 Student Enrollment Process
2023-2024



All forms for **RETURNING K-12** students must be completed through a PowerSchool Parent Account. *(For preschool students and new students, see the Instructions for PK & New Student Enrollment.)*

If you have returning students and do not have a parent account, or need to have students added to your current account, please submit this Google Form to have one created or updated for you:

[PowerSchool Parent Account Request](#)

If you think you may have a parent account, but have forgotten your login information, you can go to plainville.powerschool.com or the app and click "Forgot Username or Password" (doesn't always work well through the app - may need to use a computer).

Enrollment forms are available on either the full website (plainville.powerschool.com) or the PowerSchool mobile app. If you do not have a device to complete the enrollment process, a Chromebook will be available for you to use at in-person enrollment on August 3 from 9:00 am - 7:00 pm in the Cardinal Gym.

****Even if you come up to pay fees in person, the online forms need to be submitted, whether you submit them at home or you sign in to PowerSchool and submit them during in-person enrollment.**

Sign in to your parent account by either going to plainville.powerschool.com or on the mobile app. The District Code for the mobile app is JNPS. (If your mobile app is not working correctly, you may need to delete it and reinstall it to get the most current version.)

Website: 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.

Mobile app: Your first student will show at the top, right of the Dashboard screen. At the bottom, select More - Forms.

Click on the link for each form. The top three links are required enrollment forms. The bottom three links contain additional information and optional forms.

For families with multiple students, you can navigate through the enrollment process by clicking the name of each one of your children. On the website, tabs are located in the top, left corner. On the mobile app, click the student's name at the top to see a drop-down of other students.

The screenshot shows the PowerSchool Parent Account dashboard. On the left is a sidebar with navigation links: 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. At the top of the main content area are tabs for 'General Forms', 'Class Forms', and 'Student Support'. Below the tabs, the 'Enrollment' section is highlighted with a green line. It contains the following links and information:

- K-6 STUDENT REGISTRATION FORM**
Last Entry: 07/24/2023 7:04:39 PM
- PARENT & EMERGENCY CONTACT INFO**
Last Entry: 07/24/2023 7:07:00 PM
- PARENT PERMISSIONS**

Below the Enrollment section is an 'Optional' section with the following links:

- APPLICATION FOR FREE OR REDUCED PRICE SCHOOL MEALS**
- LIST OF FEES & ONLINE PAYMENT OPTION**
Includes a link to the online payment site. You may also pay by cash, check or credit card at in-person enrollment on August 3.
- ROOKS COUNTY HEALTH DEPT VACCINE INFO**
Information and links to forms requesting vaccines