

## STUDENT REGISTRATION

### Yearly Registration Update

Registration will be completed online and must be done for each child through the PowerSchool Parent Portal.

**\*\*You cannot use the mobile app to register. You must use a browser on your device such as Safari, Firefox or Chrome.**

For Returning Students you must register prior to August 1. If you do not have access to a computer or internet at home, please call the building secretary at your child's school to schedule an appointment. They will be able to schedule a day and time for you to come in. If you have children in any or all of the buildings you may register all of them at one time. If you have a new student to Milan Schools you will also have to schedule an appointment.

Elementary dial 812-654-2922 ext. 286,

Middle/Intermediate dial 812-654-1616 ext. 323

High School 812-654-3096 ext. 239.

To access and complete the form online: [milan.powerschool.com/public/](https://milan.powerschool.com/public/)

- After logging into PowerSchool, select your student by clicking on the student's name in the top left of the menu bar.
- Under the left navigation menu click on forms. Select the Enrollment tab. Click on the first form "Registration enrollment type" under the Milan – Returning Student Form.
- Verify or update the information and then click on the submit button, at the bottom right of the page.
- After clicking on submit, it will move to the next form.
- Continue through until you have completed and submitted all forms.
- **If you have multiple students, you will need to complete this process with each child.**

\*If you have a parent account, your login information is the same. If you have forgotten your username or password click on "Forgot Username or Password?" on the sign in page. Fill in the requested information. It will send your updated information within 24 hours. If you do not receive an email please check your spam before calling the school.

### Instructions

[Registration Forms Parent Portal Guide](#)

[Powerschool Password Reset](#)

[Meal Magic Family Portal](#) (use to deposit lunch money and apply for free/reduced meals and books)

[Book Payment](#) click here to pay for prior years book bills