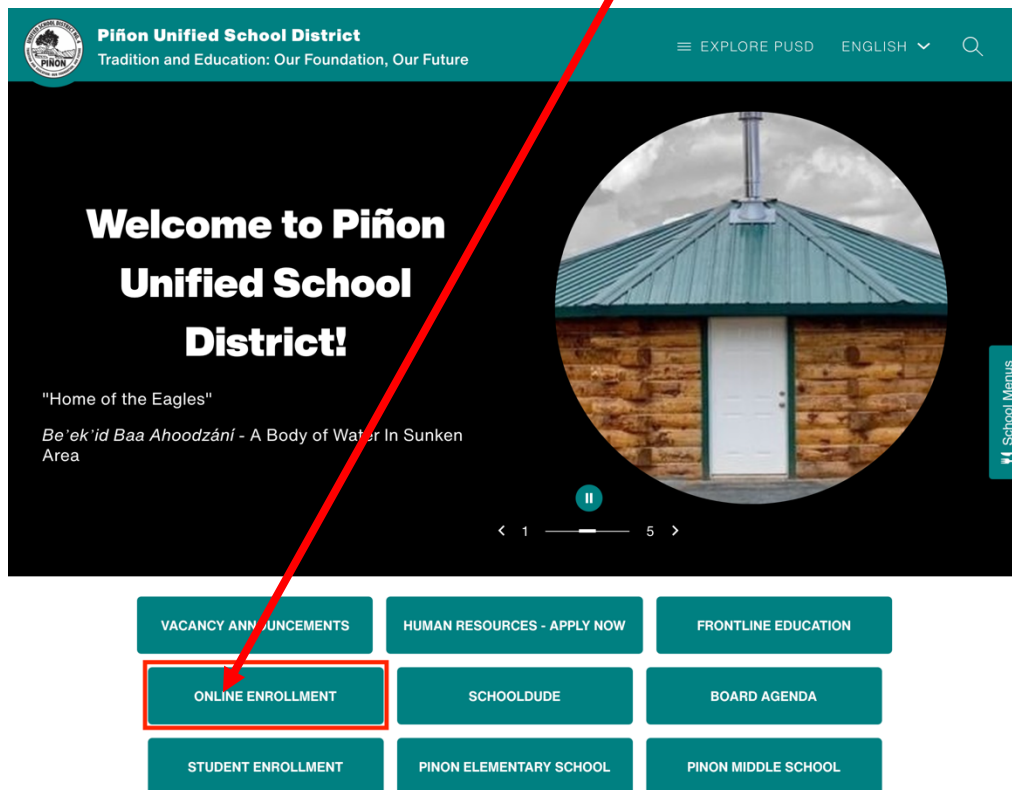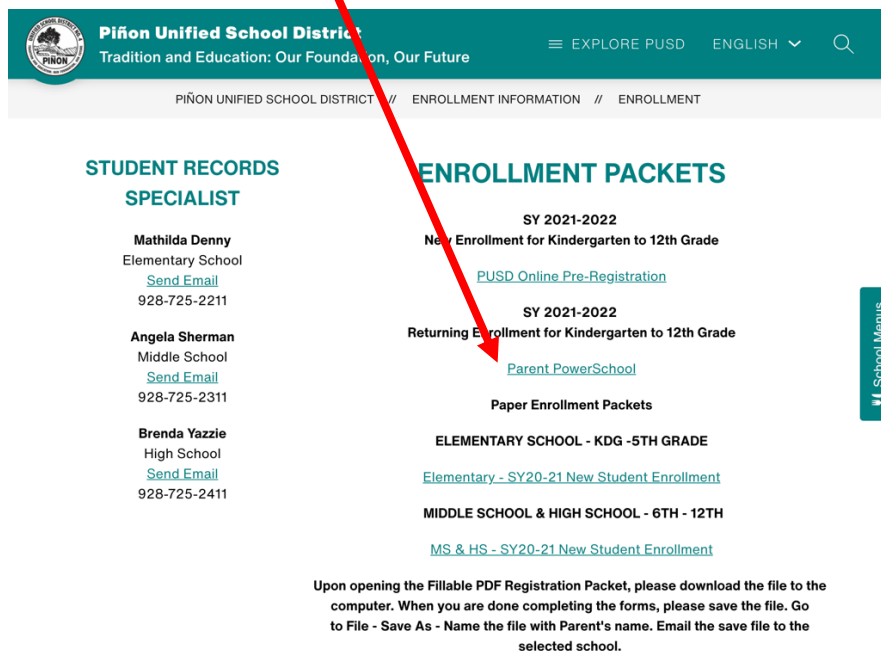**IMPORTANT NOTE:** When registering students online, parents/guardians must use a web browser such as Chrome, Safari, or Firefox and **have an email address** to receive notifications. The PowerSchool mobile app cannot be used to register students.

Online Registration for Returning Students – Enrolled at PUSD for SY21-22

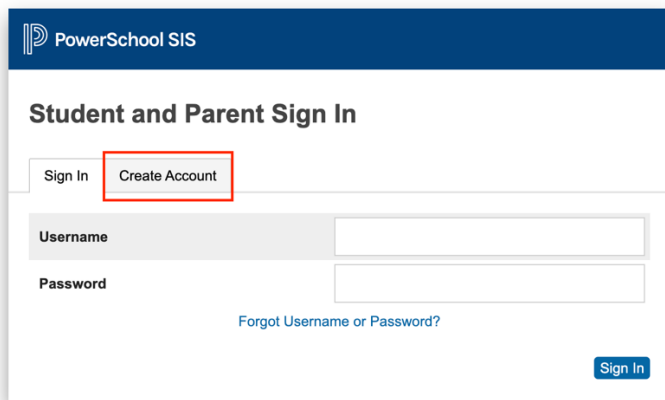To register Returning students online, use the Online Enrollment button on the District's homepage.

On the Online Enrollment page, select the "Parent PowerSchool" link for the Online Registration portal.

Below are instructions to complete the enrollment process.

Step 1: Sign in or create a Parent PowerSchool account in the parent portal.

- ***If you already have a PowerSchool Parent account, log in to continue enrollment. If you are linking a new student, request their Access ID and Password from their school.*

- **If you do not have a PowerSchool Parent account, you can set one up by doing the following:*
    1. Open the internet browser on your computer, e.g Chrome, Safari, Firefox
    2. Type (or copy and paste) https://pusdatsa.powerschool.com/public/ into the address bar.
    3. Click on "Create Account" Tab
    4. Fill in the information requested with your desired username and password.
    5. Enter your student's full name and their Access ID and Password (contact school for this information)

*If the email you entered states:
"We have detected an existing account for you and are unable to create a new one."
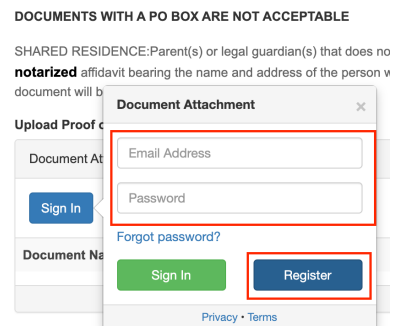Contact the school if you do not remember your username or password.

Step 2: Provide Documentation.
The following documentation is **required** for Returning Students and can be uploaded when filling out the enrollment pages:
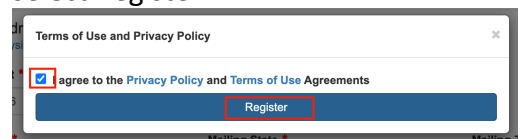
- Updated Immunization Record
- Current Proof of Residency (e.g Utility bill, lease agreement, phone bill)
    - ***If you are living with someone else, we require a **notarized** residency affidavit along with their utility bill, lease agreement, or phone bill.
- Custody documents (if applicable)
    - Power of Attorney is must be updated every six months.

To upload documents via the enrollment portal:
1. Select Sign In.
2. Enter your PowerSchool Parent log in credentials and click Register.

3. A window will pop up and ask you to accept the Terms and Conditions. Then select Register.

If you are unable to upload documentation via the document upload elements on any of the Enrollment forms, please bring the documentation to your student's school office within one week of submitting the Enrollment forms. If there are any issues with the Pre-Registration form or the Enrollment forms, the school clerk will reach out to the parent/guardian through email or a phone call to get further information.

**School offices are open Monday-Friday between 7:30 AM-4:00 PM.

School Contact Information:

Pinon Elementary School	Pinon Middle School	Pinon High School
928-725-2201/2211	928-725-2301/2311	928-725-2401/2411

Step 3: Complete Enrollment forms.

1. In the Parent Portal, select the student you are enrolling at the top and click on the **Forms link** in the left Navigation menu.
2. Click on the Enrollment tab and then click on Preferences button. To enable Parent Notifications select "Yes", enter the email address you would like to receive notifications. (Multiple addresses can be entered and should be separated only by a comma (no spaces), and then click Save. By enabling notifications, you will be notified when a form is approved or rejected.

3. On the Enrollment Page, under Form Name, click on Page 1: Student Address. At the bottom of each Enrollment Page, there is a Save for Later button and a Submit button.
   a. When the parent/guardian clicks on Submit, the next Enrollment Page will appear, moving you through the Enrollment forms in order.
   b. As the parent/guardian submits each page, the page will turn light yellow and have a Pending Status.
   c. Empty Status means that the Enrollment Page still needs to be filled in.
   d. As the school clerk approves each page of enrollment, the page status will turn back to white and show it has been Approved.
   e. Certain pages are only allowed to be submitted by the parent/guardian ONCE.
      i. This is noted in the Form Description of the Enrollment Page.
      ii. Unless noted, the Enrollment Page can be submitted more than once and it will return to Pending Status while awaiting approval from the school clerk.
   f. To copy data for family members, use the up-arrow icon and select Submit for Family.
      i. Note: Not all forms will have this option.