New Student Checklist

Student Name (First & Last): _____ Grade: _____

☐ Complete Online New Student Pre-Registration (Proceed to the computer lab)
- o Go to District Website, click "Registration Information", then click "New Student Pre-Registration"
- o Or type:
  https://pschool.sd151.k12.id.us/public/formbuilder/form.html?formid=579221
- o Grades 7th-12th: If there is a chance your student may need to attend the alternative school (Cassia High School) make sure to list as a second school preference when completing the pre-registration so you don't have to re-fill out the form
- o Next, meet with an Administrator at the school you are trying to enroll in to complete the registration process.

☐ See an Administrator **(If approved by administrator continue process)**
- o Administrator will send approval (Laserfiche form) to Registrar/Secretary

☐ See Registrar/Secretary
- o Register/Secretary will activate student in PowerSchool
- o Registrar/Secretary will collect copies of Birth Certificates, Immunizations, proof of residency, transcripts for student file
- o Parent/Guardian will receive New Student approval email letter and student PowerSchool login information (or Registrar/Secretary will print letter for you)

☐ Parent/Guardian will set up Parent PowerSchool Access
- o Already have an account, add new student to your account
- o If student is already on your account, continue process

☐ Parent/Guardian will complete Online registration forms through PowerSchool Parent Portal
- o Login in to account
- o On the far-left menu click "Forms"
- o Complete and submit all forms (must be completed before the first day of school, we recommend you complete before leaving the school in case you have questions or concerns)

☐ See Counselor for schedule questions
- o (Burley High School – ONLY): Counselor will enter student in Class Choice
  - ▪ Student will login to PowerSchool
  - ▪ On far-left menu click "Class Choice"
  - ▪ Build Class Schedule

New Student Checklist

- Pay class fees
  - Online: Go to the District Website – www.cassiaschools.org
    - Click the "Registration Information" icon
      - Click "Online Fee Payment"
  - Or pay in-person