PARENTS' GUIDE TO REGISTRATION:

POWERSCHOOL ENROLLMENT EXPRESS

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INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Your student's district has implemented Enrollment Express to share forms with you. These forms will be used to interact with the district in a variety of ways. Enrollment forms will be shared with you via the Parent Portal in PowerSchool (http://pschool.sd151.k12.id.us/public/). You will see a new "Forms" link on the left-hand navigation bar. Use this link to access any forms shared with you – no more depending on your student to bring them home! Forms submitted by you are automatically accessible to school staff via their PowerSchool portal.

We're confident Enrollment Express will increase communication with your student's school and make it easier for both the school and you to complete necessary paperwork in an easier, more efficient way.
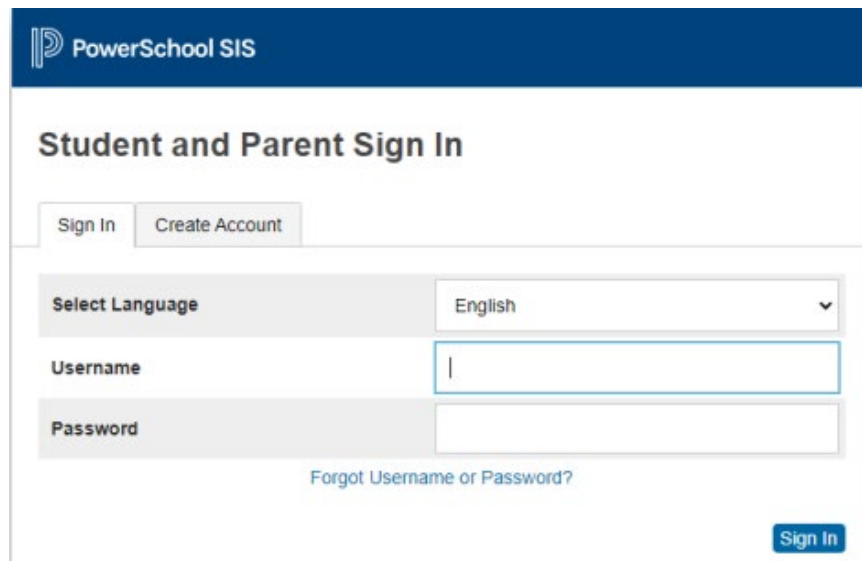
If at any time you have questions or need assistance please contact the school your child attends. We are to help you through the registration process. (See page 14)

ACCESSING ENROLLMENT FORMS

Enrollment forms are accessed from a Parent PowerSchool account
(http://pschool.sd151.k12.id.us/public/). No separate login is necessary.

PARENT PORTAL

1. Go to in your browser (or through the PowerSchool Mobile App).

2. If you have a parent account enter your Username and Password you created
   and click "Sign In." *(You should only have one account for all of your
   children).*
   - **Forgot Login:** If you do not remember your password, contact the
     school where your child attends for assistance.
   - **Need to add a Child to Pre-existing account:** If you have an
     account and need to add a child to your account, you will need their
     Access ID and Access Password. If you need assistance, contact the
     school where your child attends.
   - **Create an Account:** If you do not already have an account and need
     assistance creating one, contact the school where your child attends for
     assistance.

ENROLLMENT PREFERENCES

A form may be set up to send notifications to parents when it is submitted for the student, an administrator, or when the status of a pending form changes. Use the Enrollment Preferences on the "Forms" page to indicate whether you would like to receive these notifications.
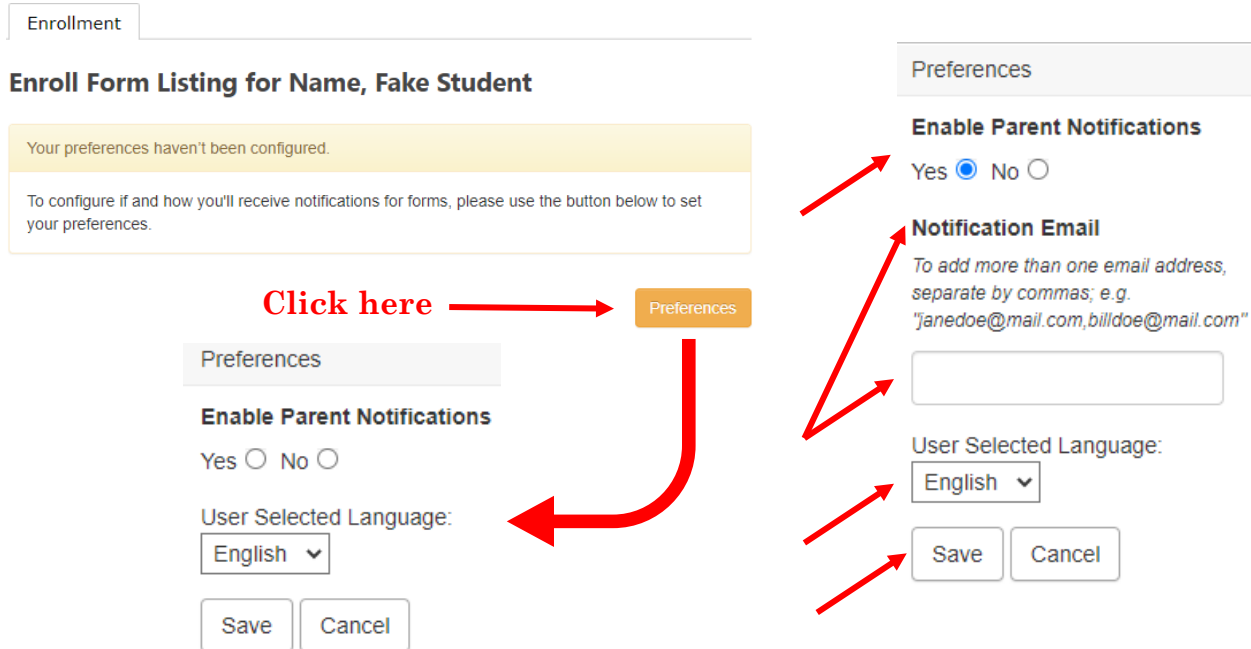

Clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications and, if you do, to which email address(es) you would like them sent.

In addition to the notification preferences, you can also choose what language you would like to see forms translated in. Forms are available in "English" and "Spanish."

Once your preferences are set, the button changes from golden to white.

You can access these settings any time from the "Forms" page.

LOCATING FORMS
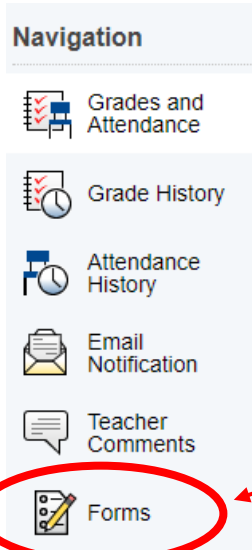
Forms are tied to your child's record and can be accessed from the "Forms" link in the left-navigation column.

Here you can see all the forms that the school has made available to you.

Forms may be grouped into categories. As you complete forms, the status bar for that category will change from red to green. This screen will show you the forms that will need to be completed/updated for your student. Depending on if your student is "New" or "Returning", the appropriate forms will be displayed that you will need to complete before your student's first day of school.

Category progress bar

151 Cassia County School District (New Student) - 151 Distrito Escolar del Condado de Cassia (Estudiante Nuevo)

1. New Student: Demographics — Empty

2. New Student: Address
Last Entry: 07/25/2022 6:01:12 PM — Pending

Forms to be completed

3. New Student: Contacts
Last Entry: 07/25/2022 6:01:52 PM — Approved

4. New Student: Health Information
Last Entry: 07/25/2022 6:03:30 PM — Rejected

Form Status

5. New Student: Home Language Survey
Last Entry: 05/20/2022 2:53:43 PM — Submitted

6. New Student: Completed Registration — Empty

FORM STATUS: A form can have one of four statuses, indicated within the status column.

Legend

Icons — Form Empty   — Form Approved / Populated   — Form Not Approved   — Form Rejected

The status of   Empty   indicates that the form has not yet been submitted;   Submitted indicates that the form has been successfully submitted.

FILLING OUT A FORM

To open a specific form, click on the form name (link in blue) within the form list. This will open the first form you need to complete. Please note that "New" students have different forms than "Returning" students, so your tabs may look different.

151 Cassia County School District (New Student) - 151 Distrito Escolar del Condado de Cassia (Estudiante Nuevo)	
1. New Student: Demographics	🍃 Empty
2. New Student: Address ← **Click name of form to open.** Last Entry: 07/25/2022 6:01:12 PM	🍂 Pending
3. New Student: Contacts Last Entry: 07/25/2022 6:01:52 PM	🍃 Approved
4. New Student: Health Information Last Entry: 07/25/2022 6:03:30 PM	🍂 Rejected

FORM RIBBON: Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the "Forms" page. Use the arrows on either end of the ribbon to scroll to see more forms.

ARCHIVE HEADER: Just below the Form Ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

1. New Student: Demographics	2. New Student: Address	3. New Student: Contacts	4. New Student: Health Information	5. New Student: Home Language Survey	6. New Student: Completed Registration

There are **6** previous responses to this form. ← **Archive header**

Form ribbon

The rest of the page is the form itself. Fields with the * icon are required fields. They must be filled out in order for the form to be submitted.

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1. New Student: Demographics   English ▾

The State of Idaho requires the full legal name (as it appears on the birth certificate or other legal document) to be entered for school records.

First Name *

Ron

Does this student have a middle name? * ← **Required to submit form.**
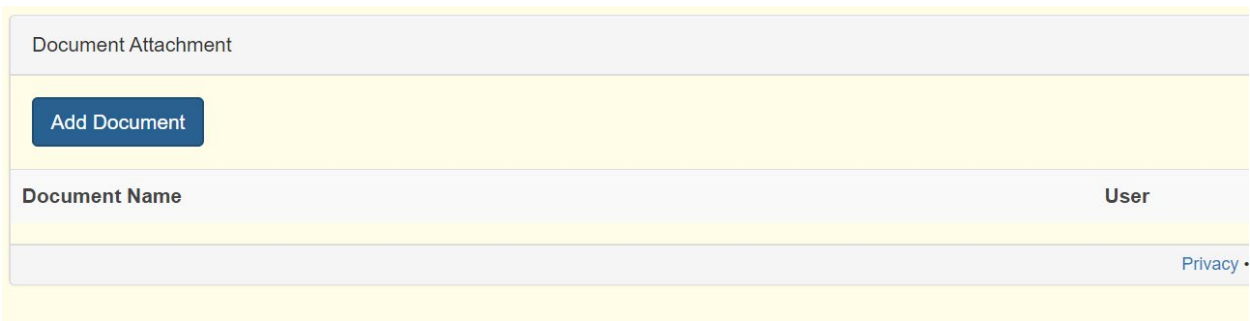○ Yes   ○ No

Last Name *

Weasley

Suffix

Jr, IV, etc

Preferred Name

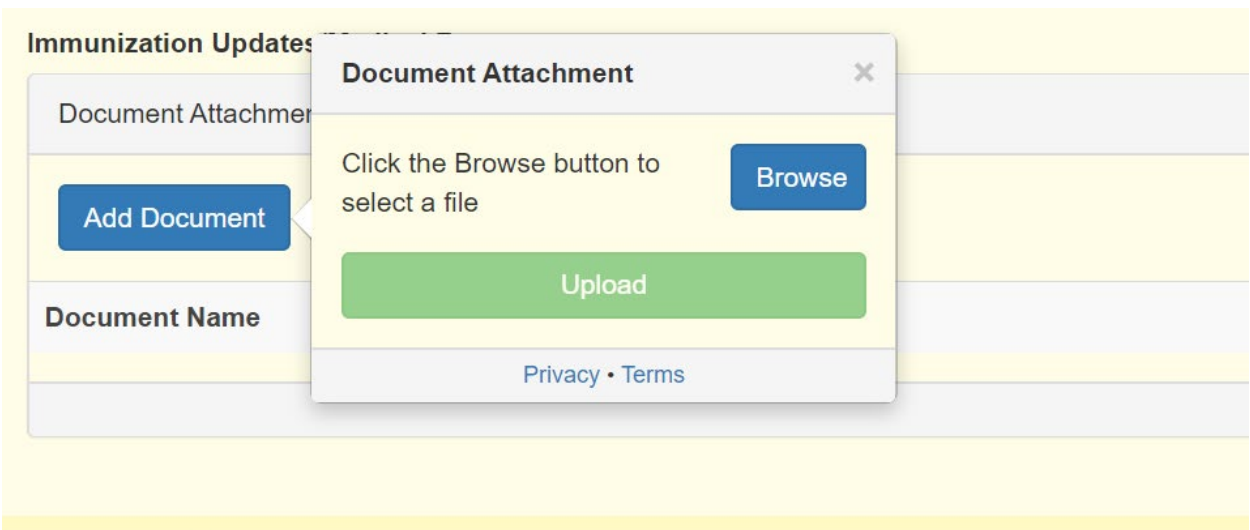# UPLOADING A DOCUMENT TO REGISTRATION VIA COMPUTER

To upload a file into Enrollment Express (Proof of Age - birth certificates, passport, legal court document or Proof of Residency – utility bill, rent/lease agreement, mortgage statement, tax bill, notarized letter, valid driver's license, state ID with address) you will need to follow the steps below. This is not required; schools will still continue to take paper copies as well.

1. The document will need to be saved to a folder on your computer.

2. Click on "ADD DOCUMENT."

3. Click on "BROWSE" to search for your saved document on your computer.

4. Choose the document and click "OPEN."
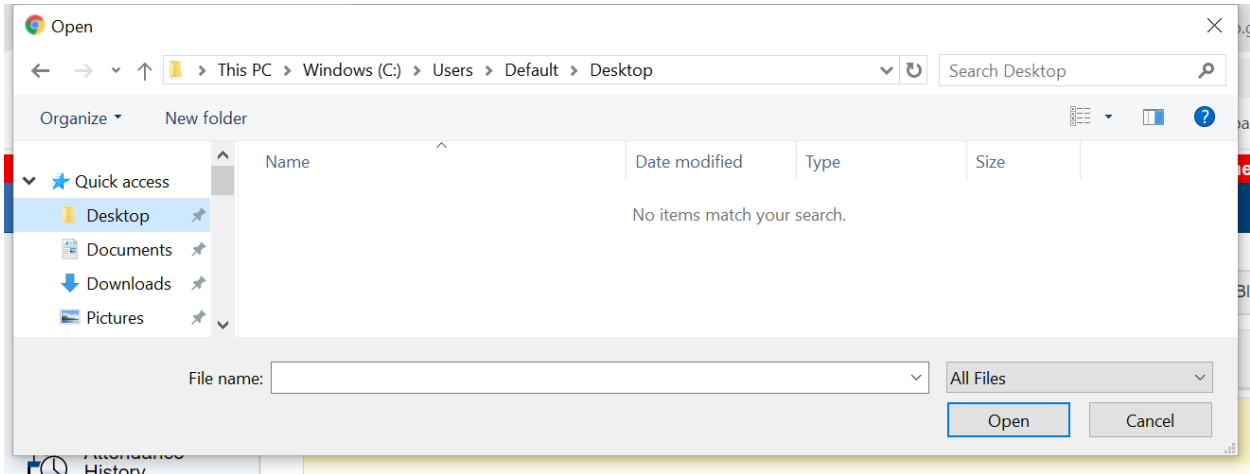
5. Once you have attached the document; the file name will show and you will click on "UPLOAD."

5. The document will show under "Document Name" once you have successfully attached it. You will have to upload each document separately on the correct form. (5 MG Max)

SUBMITTING A FORM

Once the form is filled out, press the "Submit" button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the Submit button is an arrow that brings up a couple of options for submission.

For some forms, the first may be "Submit for Family". Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using "Submit for Family" will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.
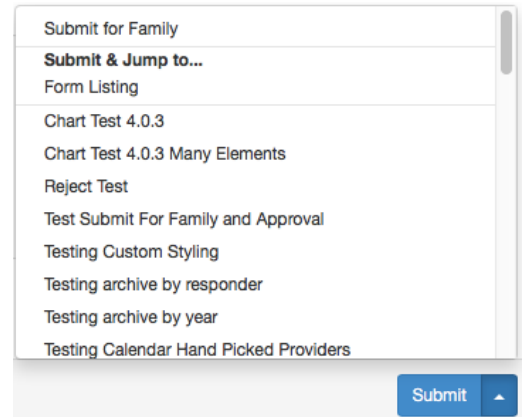
The other option is to "Submit & Jump to…". Below this option is a list of pages you can open after submitting this form, either the "Forms" page or a different form.

SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

When to Save:
• You need to step away from the computer
• You do not have all the required information but have filled out some of the information

When to Submit:
• You are ready to send the form to the school/district

APPROVAL

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
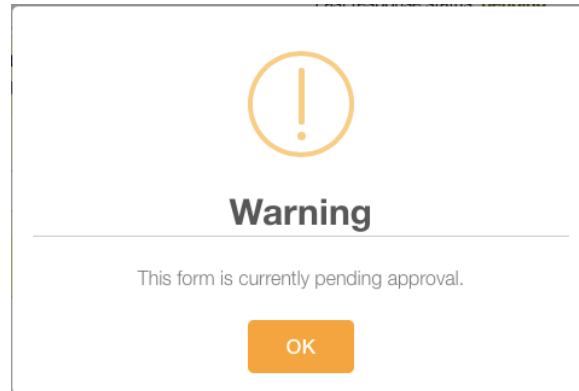
PENDING: The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the "Forms" page, a pending form will have the status of 🍃 Pending and the row will be highlighted yellow.

APPROVED: If the form is approved, the status will be 🍃 Approved and the form background return to white.

REJECTED: If the response to the form was rejected, the form will be highlighted red in the form list and the status will be 🍃 Rejected . Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.
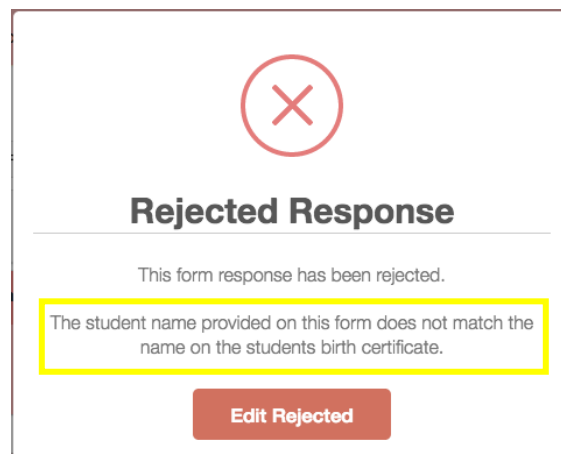
Click the "Edit Rejected" button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.

SCHOOL CONTACTS

Albion Elementary
(208) 645-2561
Ivonne: warivonn@cassiaschools.org

Burley Jr. High School
(208) 878-6613
Wendy: kanwendy@cassiaschools.org

Burley High School
(208) 878-6606
Alyssa: rodralys@cassiaschools.org
Candace: kincanda@cassiaschools.org

Cassia High School
(208) 878-6690
Ali: tayali@cassiaschools.org

Declo Elementary
(208) 654-2391
Sara: ostsara@cassiaschools.org

Declo Jr. High School
(208) 654-9960
Lesa: foxlesa@cassiaschools.org

Declo High School
(208) 654-2030
Linda: chrlinda@cassiaschools.org

Dworshak Elementary
(208) 878-6615
Treena: taytreen@cassiaschools.org

John V. Evans Elementary
(208) 878-6670
Nicole: warnicol@cassiaschools.org
Pamela: swipamel@cassiaschools.org

Mini-Cassia Online Learning Academy
(208) 878-6608
Summer: jacsumme@cassiaschools.org

Mountain View Elementary
(208) 878-6608
Patricia: tinpatri@cassiaschools.org
Krista: gamkrist@cassiaschools.org

Oakley Elementary
(208) 862-3203
Lyn: hallyn@cassiaschools.org

Oakley High School
(208) 862-3328
Rue: nelrue@cassiaschools.org

Raft River Elementary
(208) 645-2561
Janica: rosjanic@cassiaschools.org

Raft River High School
(208) 645-2202
Jennifer: whijenni@cassiaschools.org

White Pine Elementary
(208) 878-6632
Kim: nobkimbe@cassiaschools.org

PowerSchool

PowerSchool Unified Home™

PowerSchool Mobile

FAMILY AND STUDENT ENGAGEMENT.
ANYWHERE. ANYTIME.

Part of the PowerSchool Unified Home™ solution, PowerSchool Mobile helps families engage in their child's learning.

The **PowerSchool Mobile** app gives instant access to grades, scores, performance, registration, course content, attendance, school information, and more. **Real-time notifications** mean parents and families stay connected to their child's school progress no matter where they are.

Real-Time Updates on Any Device

Engage in student learning in a way that's convenient for parents and students. Get insights, assignments, grades, attendance, and more **from any iOS or Android device**, including Apple Watch.

Instant Communication

Nurture trusting relationships between families and teachers with **instant communication**. Families can view teacher comments and quickly respond via email.

One Account to View all Students

Parents and guardians can view all their children's information under one parent account, saving time and eliminating the need to repeatedly sign in and out to view each child's **updates**, **grades**, **assignments**, and more.

Push Notifications for Grades and Attendance

Stay in the loop when your child does well or fall behind. With real-time notifications and updates about grades and attendance, parents, guardians, and students are **more involved**.

" On Friday nights my son and I have '**Pizza and PowerSchool**', where we order pizza and talk about his grades and other information visible in PowerSchool from that week. **It helps keep me involved in his education** and, if he's had a tough week, he has a chance to talk about those challenges and see where I can help him resolve them. "

- POWERSCHOOL PARENT

Parent and Student Dashboards

In one configurable dashboard, parents, guardians, and students have quick access to GPA, class overview, assignments due, graded assignments, attendance, school bulletins, meal balance, and fees.

Class Details

Help students take accountability for their learning with easy access to class information and grades across terms. Drill into classes to see detailed views of graded class assignments, attendance, and standards.

Assignment Calendar

View class assignments for the week or month in a new calendar view, and drill-down to assignment details to help students stay on track, meet deadlines, and engage in learning.

Access Anywhere

Pay fees, read bulletins, and view student progress for all your children with one parent or guardian account on any iOS or Android device. Administrators can customize the mobile experience and choose which data is sent to parents and students from the gradebook to the app.

Improve parent engagement and student accountability with PowerSchool Mobile today!

Visit www.powerschool.com or call 1-877-873-1550

PowerSchool