

STEP 1: Click on the "Power School" Link at the top of the homepage of mv330.org, or use the PowerSchool App on your phone.

STEP 2: Login into your Parent PowerSchool account. If you can not remember your password, see the instructions below.

STEP 3: Click the "FORMS" icon on the left side of your screen. If using the mobile app, click the "... " icon and select "FORMS".

STEP 4: Make sure "Enrollment" is displayed in the dropdown box of form types.

STEP 5: Fill out ALL the forms (R1-R8), and click "SUBMIT" at the bottom of each form when completed.

STEP 6: Form R8 is the final acknowledgment page and lists all forms completed. **VERIFY ALL FORMS ARE COMPLETED.** If not, you may click the tab of the form not completed, complete it, return to form R8, and click SUBMIT. You may close out of PowerSchool once SUBMIT has been clicked on Form R8.

Password Reset Instructions:

1. Click the "Forgot Username or Password" button
2. Enter your username and the email tied to your Parent PowerSchool Account
3. An email will be sent to your Spam/Junk folder. It may take several minutes for this email to appear. **PLEASE CHECK THIS FOLDER.**
4. Mark it as "Safe" if required to do so, and click on the link contained in the email to change your password.
5. You can then log in with your new password, and proceed with the enrollment instructions above.
Email jtaylor@mv330.org for assistance prior to August 1st enrollment.

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- You only need to make necessary changes to existing information
 - You can only enroll your student(s) if you have an active PowerSchool Parent/Student account.
 - If you have not set up a Parent PowerSchool Account building secretaries will assist you in setting up a NEW Parent PowerSchool Account starting on August 1st @ 9 AM.
 - If you are unable to complete this enrollment online, computers will be set up to enroll your student(s), and assistance will be provided on enrollment day, August 1st, from 9 AM-7 PM.
 - Fees, outstanding physicals, and forms requiring a signature can be mailed or dropped off at the school in the grade-appropriate offices after August 1st.

Mission Valley JH/HS
12913 Mission Valley Rd #A
Eskridge, KS 66423

Mission Valley Elementary
12913 Mission Valley Rd #B
Eskridge, KS 66423