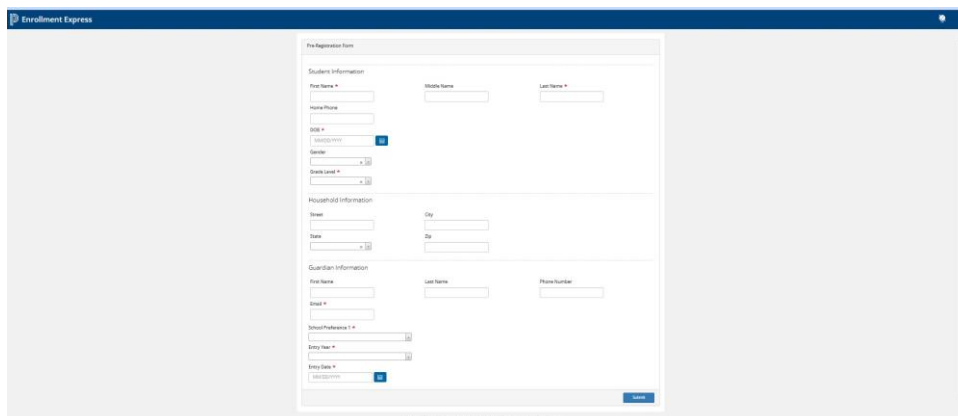


FOR NEW STUDENTS ONLY

To access the Online Enrollment for USD #271 (**NEW STUDENTS ONLY**) go to:
<https://usd271.powerschool.com/public/formbuilder/form.html?formid=636067>
you will come to a screen such shown below.



The screenshot shows a web browser window with the title 'Enrollment Express'. The main content is a form titled 'Enrollment Form' with the following sections:

- Students Information:** Includes fields for First Name, Middle Name, Last Name, Home Phone, Email, Gender (dropdown), Date of Birth (calendar icon), and Date Enrolled (calendar icon).
- Household Information:** Includes fields for Street, City, State, and Zip.
- Guardian Information:** Includes fields for First Name, Last Name, Phone Number, Email, and School Preference (dropdown).
- Other Information:** Includes fields for Entry Date (calendar icon) and Entry Date (calendar icon).

At the bottom right of the form is a 'Submit' button. A copyright notice at the bottom reads: '© 2019-2020 Powerschool Group LLC and its affiliates. All rights reserved.'

FOR RETURNING STUDENTS

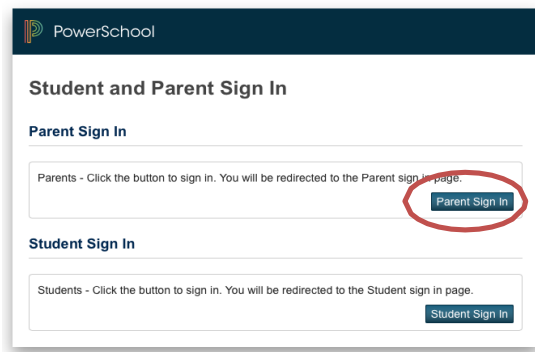
If you already have students enrolled at USD #271 skip to **page 5** in this document and go to: <https://usd271.powerschool.com/public> and click on Parent Sign in.

You will receive an email that you successfully enrolled and another email with an ID, Password and a link to set up your PowerSchool Account for USD #271.

HOW TO CREATE A PARENT ACCOUNT IN POWERSCHOOL UNIFIED CLASSROOM

Create a PowerSchool Unified Classroom Parent Account

1. Click on the **Create a PowerSchool Unified Classroom Parent Account**
go to: <https://usd271.powerschool.com/public>
2. On the Student and Parent Sign In page, click **Parent Sign In**



If you currently have a student enrolled sign in as you did previously last year. See blue arrow (proceed to ENROLLMENT FORMS)

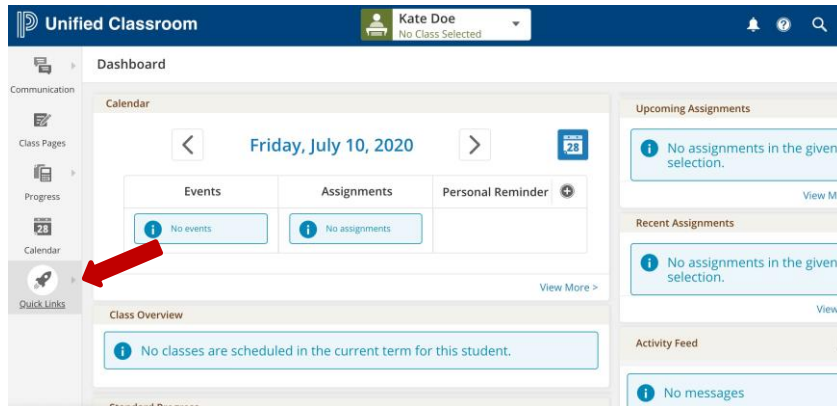
3 ***That was easy! You're all set.*** page, note your PowerSchool ID and password. To log in to Unified Classroom in the future, use the login button on the Trinity website Login Page or Parent Portal.

You're not done yet!

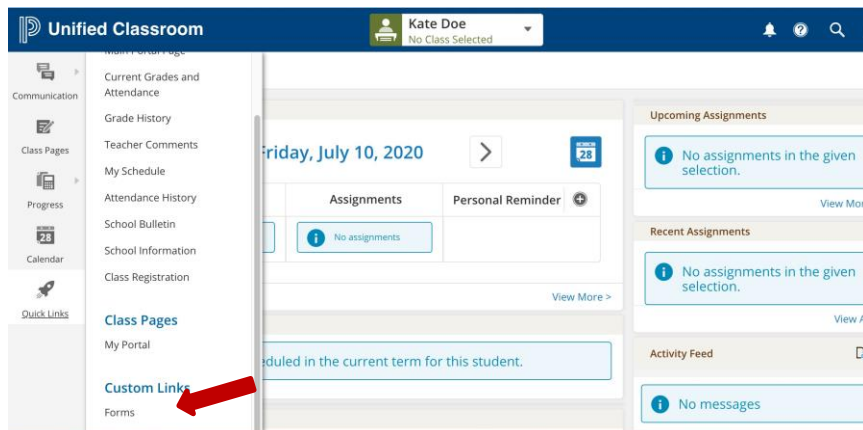
3. Enter your student's first and last name, confidential access code, and password. The unique access code and access password is in the student specific information sheet provided by TCS at Open House. You will receive one information sheet per student.
 - a. Enter your first student.
 - b. If you have more than one student, click **Add Another Student**.
 - c. If not, click the **Continue** button to proceed to the Unified Classroom Dashboard.

ENROLLMENT FORMS

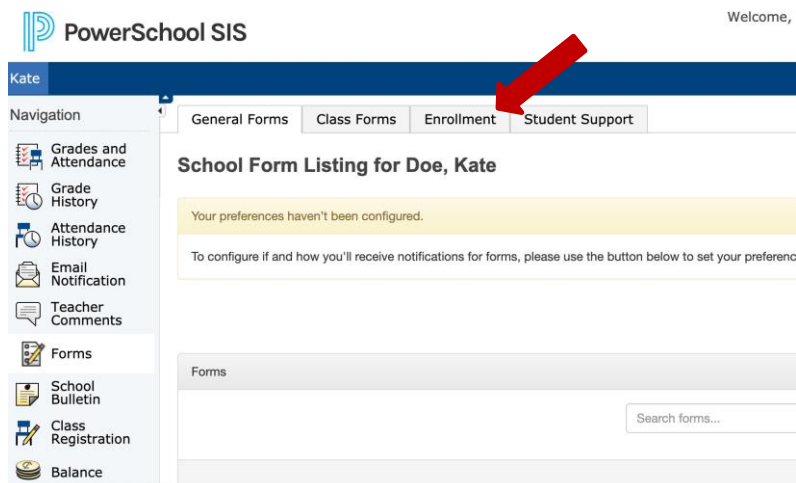
To Access Enrollment Forms click on the Quick Links button



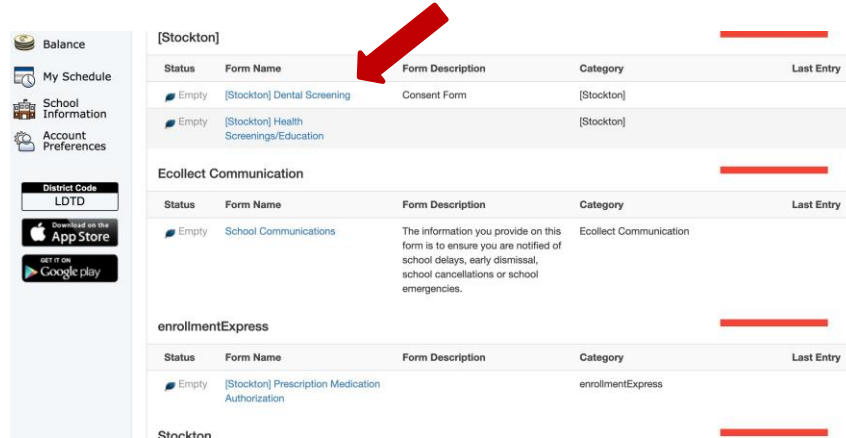
Then select Forms under Custom Links



Select the Enrollment Tab



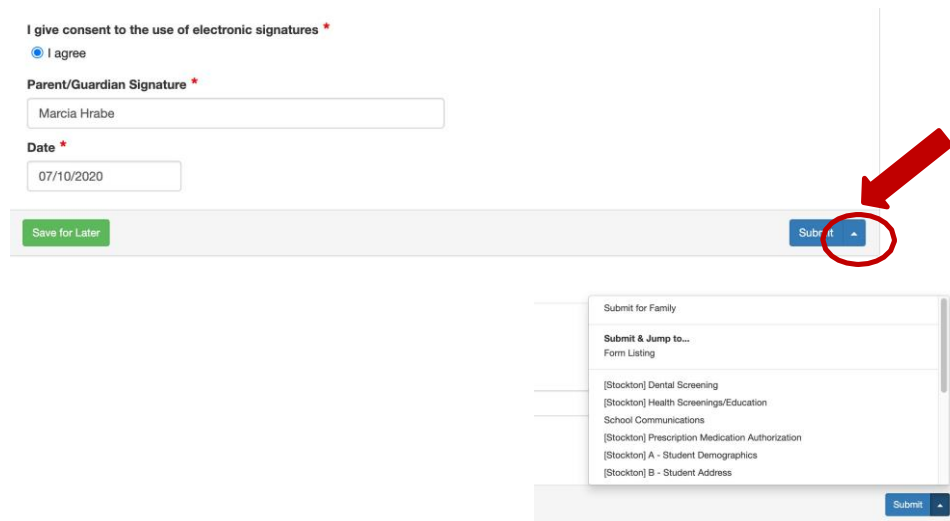
You will then see a grouped listing of USD #271 Enrollment Forms, each of which must be completed.



The screenshot shows a web interface with a sidebar on the left containing links like 'Balance', 'My Schedule', 'School Information', and 'Account Preferences'. The main content area is titled '[Stockton]' and displays a table of enrollment forms. A red arrow points to the 'Form Name' column header. The table lists forms such as '[Stockton] Dental Screening', '[Stockton] Health Screenings/Education', 'Ecollect Communication', and 'enrollmentExpress'. Each row shows the status as 'Empty', the form name, a description, the category, and the last entry date.

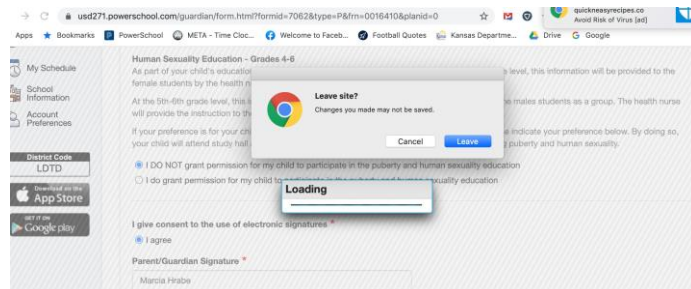
Status	Form Name	Form Description	Category	Last Entry
Empty	[Stockton] Dental Screening	Consent Form	[Stockton]	
Empty	[Stockton] Health Screenings/Education		[Stockton]	
Ecollect Communication				
Empty	School Communications	The information you provide on this form is to ensure you are notified of school delays, early dismissal, school cancellations or school emergencies.	Ecollect Communication	
enrollmentExpress				
Empty	[Stockton] Prescription Medication Authorization		enrollmentExpress	

After completing a form you will see a submit button at the bottom of each form. If you click submit, it will take you to the top of the form you just completed. To see the listing of forms, click on the up arrow beside the submit.



The screenshot shows the bottom of a form completion page. It includes fields for 'I give consent to the use of electronic signatures' (with a radio button for 'I agree'), 'Parent/Guardian Signature' (with the name 'Marcia Hrabec'), and 'Date' (with the date '07/10/2020'). At the bottom, there is a 'Save for Later' button and a 'Submit' button. A red arrow points to the 'Submit' button, which has a small upward-pointing arrow next to it. A dropdown menu is open, showing options: 'Submit for Family', 'Submit & Jump to... Form Listing', and a list of forms including '[Stockton] Dental Screening', '[Stockton] Health Screenings/Education', 'School Communications', '[Stockton] Prescription Medication Authorization', '[Stockton] A - Student Demographics', and '[Stockton] B - Student Address'.

It will ask you if you want to leave the page, this actually just takes you back to the list of Forms



The screenshot shows a browser window with the URL 'usd271.powerschool.com/guardian/form.html?formid=7062&type=P&fm=0016410&planid=0'. A 'Leave site?' dialog box is open, asking 'Changes you made may not be saved.' with 'Cancel' and 'Leave' buttons. Below the dialog box is a 'Loading' spinner. The background shows the form completion page with the 'Submit' button and the dropdown menu.

After each form is completed, the bar to the category of Forms will be green.

Forms

Search forms...

[Stockton]

Status	Form Name	Form Description	Category	Last Entry
Submitted	[Stockton] Dental Screening	Consent Form	[Stockton]	2020-07-10 09:41:34.0
Submitted	[Stockton] Health Screenings/Education		[Stockton]	2020-07-10 09:46:38.0

Ecollect Communication

Status	Form Name	Form Description	Category	Last Entry
Empty	School Communications	The information you provide on this form is to ensure you are notified of school delays, early dismissal, school cancellations or school emergencies.	Ecollect Communication	

In the **Student Contacts** Form make sure to list 3 Emergency Contacts separate from you as Guardian.

Guardians and Emergency Contacts *

Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians

Add

Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access
Marcia Hrabe	Mother	Mother	Mobile	5555555555	111 stockton, Kansas, United States 67669	mbdh66@gmail.com	✓	✓	✓		✓
Dean Hrabe	Father	Father			111 Stockton, Kansas, United States 67669		✓	✓	✓		

Apply this list of contacts to:

Submit this form to save changes.

Questions? Email bbasart@usd271.com