

# New Student Registration Instructions

Dear Parent/Guardian:

Bloom Township High School District 206 has transitioned to a new student registration system in an effort to streamline this annual information update process.

## PARENTS' GUIDE TO NEW STUDENT REGISTRATION


Enrollment Express is a data collection system integrated into PowerSchool to share forms with you. Returning student registration can be accessed from your existing Parent Portal account in PowerSchool. Please follow these steps to complete the returning student registration for your child(ren) for the upcoming school year.






### New Student Registration Steps:

1. Follow the instructions on the Web ID and Password letter provided to you to create an account on our PowerSchool site at:  
<https://sd206.powerschool.com/public/home.html>

2. Once logged into PowerSchool please click the **Forms** icon on the left hand navigation bar.




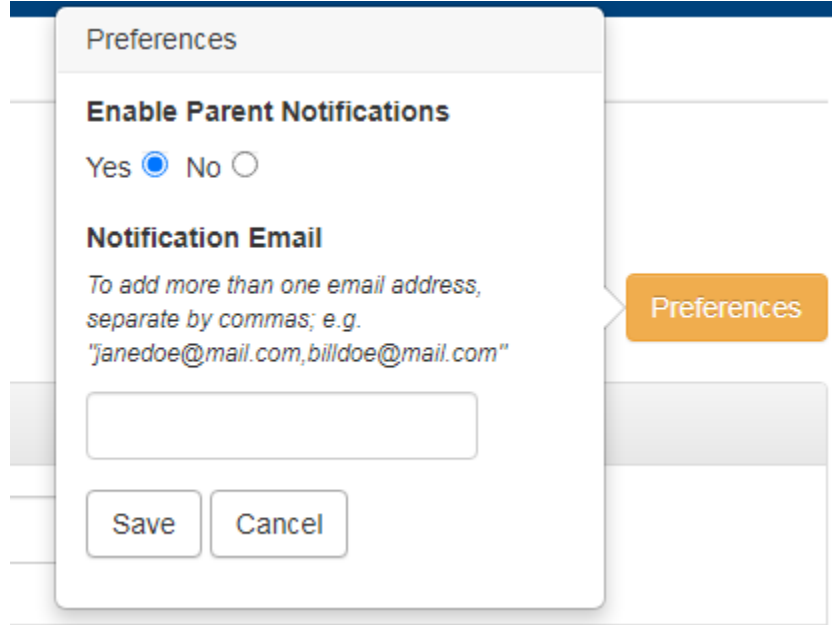
3. Select the **Enrollment** tab at the top.
4. Complete all 7 enrollment forms beginning with the **R1. Student Info Update** form and ending with the **R5. Health Information Update & Medical Authorizations** form.
5. After each section, please click the **Submit**  button to save your data and advance to the next section. If the form submission was successful, a pop-up window will open thanking you for the submission.
  - **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 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.
  - **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.

6. Where applicable, the information we currently have on file for your student(s) will auto populate into the form fields. Please check for accuracy and make any corrections needed to existing information.
  
7. Once you have successfully completed and submitted all sections of the enrollment form, it will be sent to the school registrar for approval.
  - As you complete forms, the status bar for that category will change from red to green. A form can have one of five statuses, indicated within the status column:
    -  Empty Indicates that the form has not yet been submitted
    -  Submitted Indicates that the form has been successfully submitted
    -  Pending Indicates that the form is waiting for approval
    -  Approved Indicates that the form was approved
    -  Rejected Indicates the form was rejected. A popup will indicate why it was rejected and what actions need to be taken.
  
8. Please complete the returning student registration process for each additional child currently enrolled, by clicking their name(s) at the top of the PowerSchool Parent Portal account and navigating to the **Forms** section.
  
9. APPROVAL: All student registrations require a school employee to verify the information when it is submitted. Once the final form is submitted, it 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.
  - If the form is approved, the status will be changed (see above) and the form background return to white.
  - 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 and the reason the form was rejected, and any actions needed to be taken.
    - 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 you have enabled parent notifications on your account (see set-up information below), you will receive an email when a form's status moves from Pending to Approved or Rejected.

## FORMS PARENT NOTIFICATION PREFERENCES:

A form may be set up to send notifications to parents when it is submitted or when the status of a pending form changes. To enable this notification setting:

- Go to the **Forms** page
- Click on the **Preferences** icon 
- Clicking on the button will open the Parent Preferences dialog.



Preferences

**Enable Parent Notifications**

Yes  No

**Notification Email**

*To add more than one email address, separate by commas; e.g.  
"janedoe@mail.com, billdoe@mail.com"*

Save Cancel

Here you can choose whether you wish to receive notifications and, if you do, which email address(es) you would like them sent. Once set, the button changes from golden to white. You can access these settings any time from the Forms page.