



First Step

1. Preregistration -
<https://mancosre6.powerschool.com/public/formbuilder/form.html?formid=347623>
2. Complete student information and submit.
3. An email will be sent from PowerSchool to confirm your submission.
 - a) *One form per student is to be submitted.*

Second Step

1. After the initial information is entered into our system, an email will be sent with further instructions on how to complete registration in PowerSchool by creating a parent account
 - a) If you already have a parent account and would like to add a new family member, you can follow these steps:
<https://docs.powerschool.com/PSHSP/accounts/add-students-to-your-account>
2. When you have set up your parent account, and are in PowerSchool
 - a) Select student from dark blue bar at the top of the page
 - b) Forms
 - c) General Forms - complete enrollment forms
 - i) A status bar on the right hand side, shows level of completion
 - ii) You are able to save forms and log back in to complete them, if something comes up whilst you are registering your child(ren)
 - iii) Preferences - turn on email notifications (you can also list more than one email) to be kept up to date with school happenings and your students account



PowerSchool SIS Students listed **a**

Alerting: SwiftReach SwiftK12

Navigation: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, **Forms** **b**, School Bulletin, Class Registration, Balance, My Calendars, School Information, Account Preferences

School Form Listing for Test, Fifth T

General Forms **c** | Class Forms | Enrollment | Student Support

Preferences

Enrollment **d**

Search forms...

Status	Form Name	Form Description	Category	Last Entry
Submitted	A. Student Demographics MSD		Enrollment	04/07/2021 2:17:32 PM
Submitted	B. Student Address MSD		Enrollment	04/07/2021 2:20:09 PM
Submitted	C. Birth Certificate MSD		Enrollment	04/07/2021 2:21:44 PM
Pending	D. Student Contacts MSD		Enrollment	04/07/2021 2:24:12 PM
Submitted	E. Health Information MSD		Enrollment	04/07/2021 2:27:01 PM
Submitted	F. Health Authorizations MSD		Enrollment	04/07/2021 2:28:06 PM
Submitted	G. Home Language Survey MSD		Enrollment	04/07/2021 2:29:28 PM
Submitted	H. Student Services History MSD		Enrollment	04/07/2021 2:30:15 PM

