

PowerSchool Enrollment Factsheet

School District Expectations

To ensure a successful PowerSchool Enrollment implementation, each participating school district must commit to providing the following supports:

Support for Parents/Guardians

District personnel should be prepared to assist families with:

- Clarifying form questions (*e.g., How should I fill this out?*)
- Updating or correcting submitted student information.
- Place records 'On Hold' to lock access or removing holds when needed.
- Assisting families without internet access in completing enrollment.
- Creating a parent/guardian-friendly district website page with registration details.

Dedicated Personnel for Application Management

- Working with APSCN staff to identify proper formatting for addresses and contacts in eSchool.
- Performing database cleanup as needed to align with required formatting.
- Updating and verifying data in the Hospital table in eSchool.
- Collaborating with district staff to ensure the district website includes registration details and system access links.
- Creating and distributing information/instructions regarding the new registration process.
- Providing access to digital forms required for uploading during the registration process.
- Submitting the district student handbook link (must remain consistent each year).
- Submitting the district logo for placement on online registration forms.

Registration Plan

Each district must establish a clear registration plan that addresses:

- Training of district staff.
- Modifications needed to align the current registration process with PowerSchool Enrollment.
- The overall structure of the new process (*e.g., onsite, at home, or a combination*)
- If using onsite registration:
 - Devices to be used.
 - Procedures to ensure shared devices do not retain PII (Personally Identifiable Information).
 - Steps to confirm parents/guardians log out after completing registration.
- Timeline for opening access to forms - New Student (after mid-February) and Returning Student (after rollover in June/July).