**School District Expectations**

To make this PowerSchool Enrollment implementation a success, each participating school district must be committed to providing these necessary supports:

**Must Provide Support to Parents**

District personnel may need to provide families with assistance in PowerSchool Enrollment, such as:

* Clarification of form questions to parents/guardians (How should I fill this out?)
* Updating/changing submitted information on a student’s record.
* Place records ‘On Hold’ to lock access to the record or remove hold on records.
* How to enroll students from homes without internet access.
* Create parent/guardian friendly district website page for registration process.

**Must have dedicated personnel to manage the application and its implementation**

* + Work with APSCN staff to identify the format necessary for addresses and contacts in eSchool.
	+ Possible database cleanup to conform to selected formatting of addresses and contacts.
	+ Update/verify data in the district’s Hospital table in eSchool.
	+ Work with district staff to develop the district’s website to contain details of registration process and links to access the system.
	+ Create and distribute information/instructions regarding the district’s new registration process.
	+ Provide access to copies of digital forms to be uploaded during the registration process.
	+ Submit the District Handbook link (Link should remain the same from year to year)
	+ Submit the District’s Logo to be placed on the online registration forms.

**Must define a Registration Plan**

* Training of district staff.
* How should the district’s current registration process be modified to accommodate this new system?
* What does this new registration process look like?
	+ Onsite registration?
	+ At home registration?
	+ Mixture of onsite and home registration?
* If using an onsite registration method, what devices will be used and how will the district ensure that shared devices do not retain PII (Personally Identifiable Information). Also, what plan is in place to confirm that parents/guardians signed out of their account after completing the registration process?
* When will the district open up access for parents/guardians to submit New Student and Returning Student forms?