

## Amity Regional District #5 PowerSchool Enrollment Express New Student Enrollment Instructions

This is for any student that have never been enrolled or not enrolled within the last 3 months in one of the following Schools:

- Amity Regional High School
- Amity Regional Middle School – Orange Campus
- Amity Regional Middle School - Bethany Campus



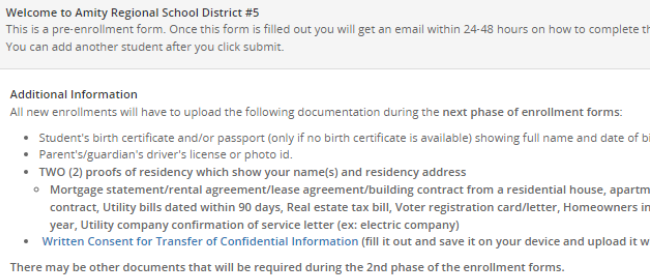
There are two parts to the enrollment process.

Part 1 consists of demographic information, grade level and school selection

**Part 2 requires you to upload specific documentation and additional information**

**The instructions for the 2<sup>nd</sup> part of the enrollment process will be emailed to the parent/guardian that initiated the 1<sup>st</sup> part of enrollment end of March 2022 for the 2022-2023 school year**

The directions for Part 1 are as follows:

	<ul style="list-style-type: none"> <li>From any device go to the amityregion5.org website</li> </ul>
	<ul style="list-style-type: none"> <li>Scroll down the page until you see New Student Registration</li> <li>Click on the <b>New Student Registration Link</b></li> </ul>
	<ul style="list-style-type: none"> <li>Read all the instructions on the top of the page</li> </ul>
<p>Student Information Please make sure that the First Name, Middle Name and Last Name are on the student's birth certificate or legal name change documentation</p> <p>First Name * From Birth Certificate or Certified copy of name change document</p> <p>Middle Name From Birth Certificate or Certified copy of name change document</p> <p>Last Name * From Birth Certificate or Certified copy of name change document</p> <p>DOB * MM/DD/YYYY</p> <p>Gender * [Dropdown menu]</p> <p>Grade Level * Grade Level Student Will Enter</p> <p>Home Phone * XXX-XXX-XXXX</p>	<ul style="list-style-type: none"> <li>Fill out all the required information for the incoming student</li> </ul>
<p>Grade Level * Grade Level Student Will Enter</p> <p>7 [Dropdown menu]</p>	<ul style="list-style-type: none"> <li>Choose the correct grade level for the 2022-2023 school year</li> </ul>
<p>Entry Year * Please choose the year that {{first_name}} is enrolling for.</p> <p>2022-2023 [Dropdown menu]</p> <p>Entry Date * The entry date for the 2022-2023 school year is 08/29/2022.</p> <p>08/29/2022 [Calendar icon]</p>	<ul style="list-style-type: none"> <li>Choose the Correct Entry Year and Entry Date             <ul style="list-style-type: none"> <li>○ 2022-2023 and 08/29/2022</li> </ul> </li> </ul>

<p>Guardian Information</p> <p>Contact 1 * Please put the full name of the person that will be filling out the rest of the paperwork</p> <p>Contact 1 Email</p> <p>First Name Last Name</p>	<ul style="list-style-type: none"> <li>• Enter the Guardian Information accurately.</li> <li>• <b><u>PLEASE DOUBLE CHECK THE EMAIL ADDRESS – ALL FUTURE ENROLLMENT INSTRUCTIONS WILL BE SENT TO THE GUARDIAN EMAIL THAT IS ENTERED ON THIS SCREEN.</u></b></li> </ul>
<p>School Preference 1 *</p> <p>If entering grade 9-12 please choose Amity Regional High School. If entering grade 7-8 and live in either Woodbridge or Bethany, please choose Amity Regional Middle School Bethany. If entering grade 7-8 and live in Orange, please choose Amity Regional Middle School Orange.</p>	<ul style="list-style-type: none"> <li>• Please choose the school the student will be attending – Grades 7 and/or 8 <ul style="list-style-type: none"> <li>○ Student lives in Orange – Choose Amity Regional Middle School Orange</li> <li>○ Student lives in Bethany or Orange – Choose Amity Regional Middle School Bethany</li> </ul> </li> <li>• Grades 9-12 <ul style="list-style-type: none"> <li>○ Choose Amity Regional High School</li> </ul> </li> </ul>
<p>Submit</p>	<ul style="list-style-type: none"> <li>• Click on Submit at the bottom of the page</li> </ul>

You will receive an email end of March to the email on file with the next set directions to continue the enrollment process. Please make sure all that you have all the documents that are needed for the 2<sup>nd</sup> part of the enrollment process ready to be uploaded either as a jpeg(picture) or a PDF.

**IF YOU HAVE ANY QUESTIONS ARE NEED HELP UPLOADING DOCUMENTS CONTACT THE REGISTRAR AT [Cecelia.castillon@amityregion5.org](mailto:Cecelia.castillon@amityregion5.org)**

**Required documents for Part 2 are as follows:**

- Parent's/guardian's driver's license or photo id
- Student's birth certificate and/or passport (only if no birth certificate is available) showing full name and date of birth
- Two (2) proofs of residency from the list below:
  - Mortgage statement/rental agreement/lease agreement/building contract
  - Utility bills
  - Real estate tax bill
  - Voter registration card/letter
  - Transfer of Confidential Information if special services are needed
  - Homeowners' insurance bill
  - Utility company confirmation of service letter (ex: electric company)
- Unofficial transcript (most recent report cards and standardized testing)
- Health Records, including immunizations and physicals.

**Additional required documents if applicable:**

- Guardianship papers
- Policy #5118 Form #2 if student does not reside with parent/legal guardian