

COLUMBIA SCHOOL DISTRICT
POWERSCHOOL ENROLLMENT REGISTRATION INSTRUCTIONS

Columbia School District uses PowerSchool Enrollment as our online student registration system. You can find the links to PowerSchool Enrollment at columbiaschools.org. Please make sure to click the link for the 2022-2023 school year. You will need to login to your existing PowerSchool Enrollment account that was created at the beginning of last year. If you cannot remember your password, please use the “*Forgot Password?*” link in the registration portal. If you do not have access to the same email address used to create this account, please contact the PowerSchool Enrollment help desk. If you have NEVER used PowerSchool Enrollment, see instructions below to create an account.

New and returning student registration will open at 10:00 AM on Monday, May 2, 2022.

If you have questions or need assistance with PowerSchool Enrollment, please refer to the FAQ section below or contact PowerSchool Enrollment help desk.

If you have questions or need assistance with PowerSchool Enrollment, please refer to the FAQ section at the bottom of this page or contact your child’s school. Phone Numbers for each school:

Columbia Primary School – 601-736-2216

Columbia Elementary School – 601-736-2362

Jefferson Middle School – 601-736-2786

Columbia High School – 601-736-5334

PowerSchool Enrollment also offers the following LiveChat option for assistance:

<https://help.powerschool.com/t5/Support-Case-Chat/ct-p/SupportCaseChat>

For Technical Support, visit the Power School Registration Family Support Center to review support resources:

<https://help.powerschool.com/t5/PowerSchool-Enrollment-Family/bd-p/PowerSchoolRegistrationForum>

FREQUENTLY ASKED QUESTIONS:

What if I did not receive a snapcode for my child?

Emails may accidentally get filtered and placed in your Junk or Spam folders. Please check there if you do not see the email in your inbox. If you still cannot locate the email with your child's snapcode, please contact your child's school.

If I have more than one student in the district, do I need to do this for each child?

Yes, because you will need to provide information that is specific to each child. We recommend that you submit one child's enrollment completely before starting another. Doing this will allow you to share family information to your other children's forms, which will save you time.

Can I save the work I have done and return later to complete the forms?

Yes

What if I make a mistake?

If you have not submitted the form, you may edit your responses. Once you submit, please contact your child's school to correct any information.

Do I have to answer all the questions?

Items marked with an asterisk (*) are required. You will not be able to submit if required fields have been omitted.

Can I go back to work on my child's verification if I have already submitted?

No. Once you have reviewed and submitted your form online, you will NOT be able to return to that child's forms to make edits. Any necessary changes must be submitted to the child's school.

I forgot my password. What do I do?

If you cannot remember your password, please use the "*Forgot Password?*" link in the registration portal. .

Sign In

Email Address

Password

Remember me on this computer

Sign In

[Forgot password?](#)

Sign into your account using your cell phone number.

How do I get help if I'm having technical difficulties?

For Technical Support, visit the Power School Registration Family Support Center to review support resources:

<https://help.powerschool.com/t5/PowerSchool-Enrollment-Family/bd-p/PowerSchoolRegistrationForum>

HELPFUL TIPS:

- If you have NEVER used PowerSchool Enrollment, you will have to “Create Account” and fill out required information and security questions.

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

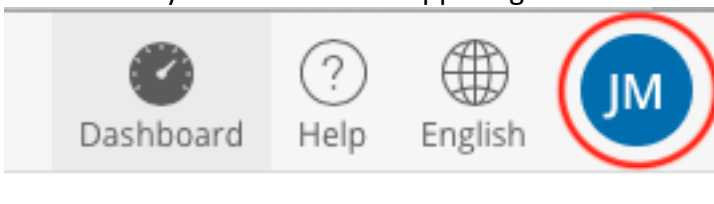
Create Account

- A value is required whenever you see the icon below. If you do not see the icon, you are not required to fill in those fields.

required

You will not be able to submit your registration form unless all required fields are filled in.

- Remember to enter information in the specified format. Example: Use xxx-xxx-xxxx for phone numbers.
- If you can't complete the form at that moment, remember to “Save and Sign Out?” By clicking the circle with your initials in the upper right corner.



- Once completed, click “Submit.” You will be brought to a screen where you will have the option to print a copy of the form for your records or to complete the process for another student.