

INFORMATION GUIDE FOR COMPLETING FA ONLINE REGISTRATION

You are encouraged to enroll your student online.

If you already have a Parent Portal Account in PowerSchool just sign in as normal. If you haven't set one up yet see the instructions on the following page. You can add siblings to your existing account if you have one. Please do not use the PowerSchool App. It does not have all the functions that are available by logging in through your browser.

Before you begin, gather your information!

The PowerSchool parent portal will time out after an hour so you should be sure to have the following information available:

Demographic Information:

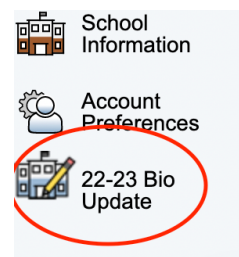
- Parental/Guardian Names
- Addresses
- Workplace
- Phone Numbers (Home and Work)
- Email Addresses
- Secondary Household information (if applicable)
- 3 Emergency Contacts/Relationship to Student and Phone Number

Medical Information:

- Doctor Name/Phone Number
- Dentist Name/Phone Number
- Over the counter Medication Notes
- Prescription Medications or Medical Remarks
- Allergies and Disabilities

You and your Student should be prepared to review and agree to the following agreements:

- Emergency and Clinic Agreement
- School Bus/Transportation Agreement
- Student Technology and Internet Use Rules and Permission
- Student Handbook Agreement
- Enrollment Agreement

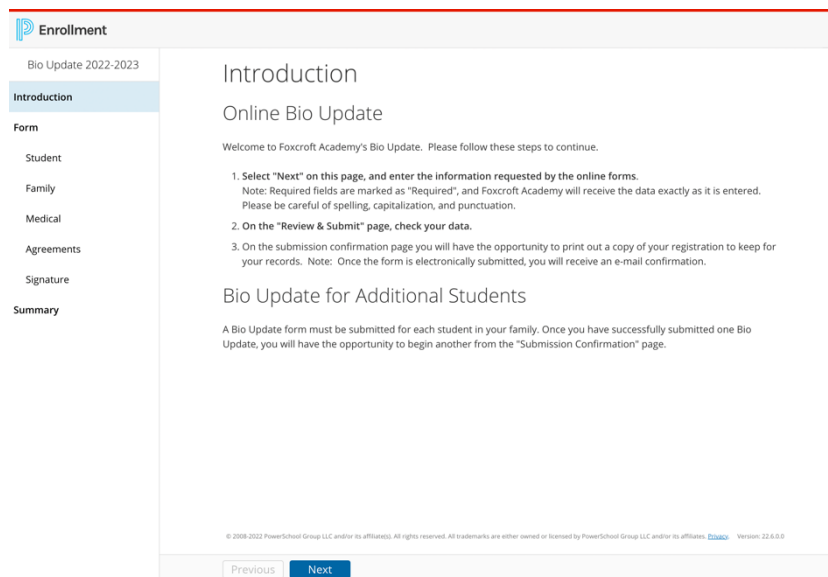


After logging on to your Parent Portal you will see the Online Registration link on the Left.

Once you enter the Bio Update, you will be redirected to PowerSchool Enrollment. Add or update information we have on file required information

Continue on until you have finished all the required registration information and are ready to submit. You will not be able to submit if all required information is not entered.

You may save the information and return to PowerSchool Enrollment later if necessary.



Enrollment

Bio Update 2022-2023

- Introduction
- Form
- Student
- Family
- Medical
- Agreements
- Signature
- Summary

Introduction

Online Bio Update

Welcome to Foxcroft Academy's Bio Update. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required", and Foxcroft Academy will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review & Submit" page, check your data.
3. On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Bio Update for Additional Students

A Bio Update form must be submitted for each student in your family. Once you have successfully submitted one Bio Update, you will have the opportunity to begin another from the "Submission Confirmation" page.

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Previous Next

Please call our office or email if you need help: sheila.fitzmaurice@foxcroftacademy.org

Remember you can return to update your Demographic information later in the School Year!