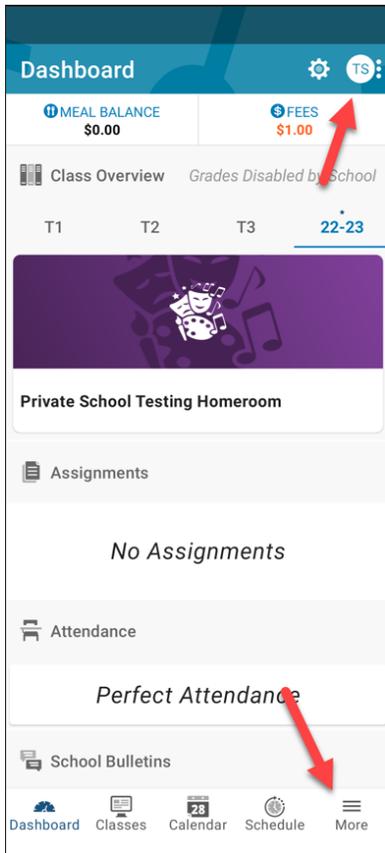**How to Fill Out Step 2 Enrollment Forms via the App**

1. Download PowerSchool to your device
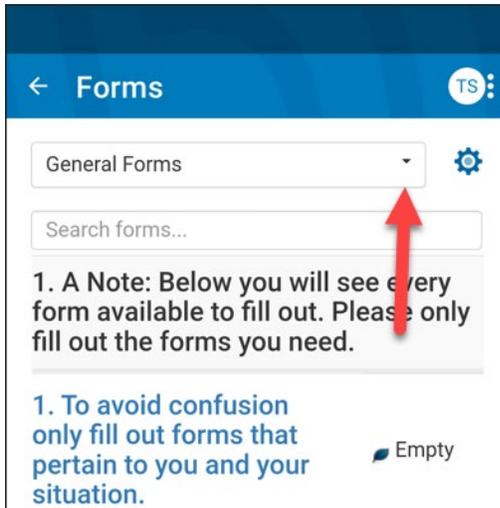
    District Code: WZLK

2. Log into the app and select your student. If you have more than 1 you can easily toggle between students using the three dots in the right corner. If your students have a photo in your system, the photo will pop up in the circle, otherwise it will be their initials. Once you selected your student, tap **MORE**.
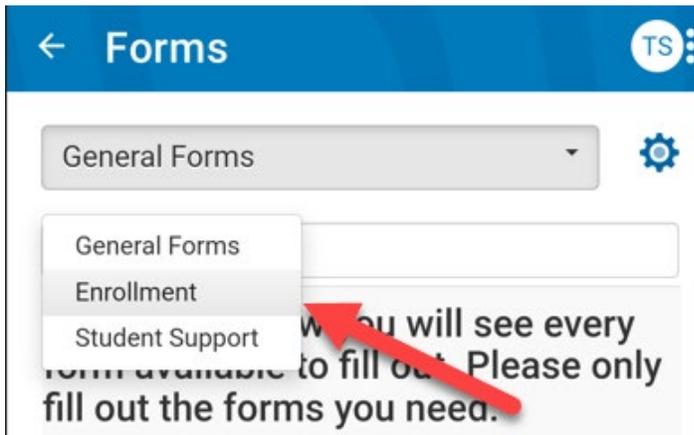

3. Tap on **Forms**

4. Tap on the **Drop-Down Menu**. The General Forms are only for students who are already enrolled in KPS. If you need to sign up for the bus, after you finish the Step 2 Enrollment Forms you can do so on General Forms.

5. Select **Enrollment**

6. **Select the first document in the Group of forms**. Depending on grade level you many need to fill out additional forms before you can fill out the Step 2 Enrollment – 1. Review and Update Step 1. Once you click submit on this form, you will be directed to the next form in the process. Continue to hit submit until you reach the Next Steps landing page.