



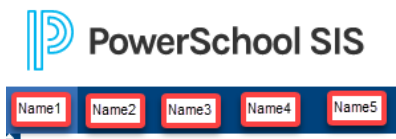
Completing Registration Using The Parent Portal

For Returning Students: Follow these steps to complete registration using the [PowerSchool Parent Portal](#).

For New Students: Before you use the instructions below you must complete the [pre-registration process](#) Once you've created your Parent Portal account (or added the new student to your existing Parent Portal account), proceed with these instructions. [Learn more](#).

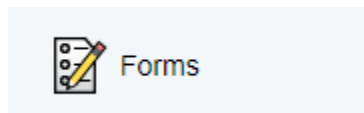
- Log into the [Parent Portal](#) by clicking “**Parent Sign In.**” Contact your child’s school if you have problems.

- If you have **multiple children** in D63, click on the name of the student at the top that you are registering.



NOTE: All forms must be completed for each child.

- In the navigation menu on the left, click “**Forms**”:



NOTE: If you are on a mobile phone, you may need to click the small arrow to expand the navigation menu first




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- If you see this notification, click the gear icon:

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

All Forms General Forms Enrollment Class Forms 

- Click “**Yes**” to enable notifications. Then, enter a **Notification Email** (this can be any email address you choose), select a default language, and click “Save.”

Preferences

Enable Parent Notifications

Yes **1**

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

2

User Selected Language:

English **3**

Save **4**

- Click on the “**Enrollment**” tab:

All Forms General Forms **Enrollment**

- You will see a list of available forms to complete. Start with the first form listed under the header for the school year you are registering for (for example: “2023-24 Registration”). The form name will start with the school year followed by the letter A (for example: “23-24.A”), but the form you receive will depend on if your child is new or returning and whether or not your residency at your current address has been electronically verified:

School Year Registration

.A - Residency Electronically Verified - START HERE



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- First, select the preferred language at the upper-right hand corner:

.A - Residency Electronically Verified - START HERE English
REQUIRED - Begin registration for the 2023-2024 school year with this form. Your residency at your current

- Complete the questions on the form. Required questions have a **red asterisk**, such as in this example:

Does your child have any allergies? *

- Some forms will have one or more document attachment sections. The blue **“Upload”** button will bring up the **Document Attachment** window. Click **“Browse”** to bring up your device’s file browser, select the photograph or scanned copy of the document, and then click the green **“Upload”** button:

SIS Document Attachment x

Click the Browse button to select a file

1 Browse

2 Upload

Note: If you are unable to scan and submit these documents digitally, you must bring the documents to the school office. Registration is not considered complete until all required documentation has been received by the school.

- You will receive a notification that your file upload was successful; click **“OK”** to continue.



File upload status

File uploaded successfully



- The name of the uploaded file will appear now:

Please upload the Vision form here.



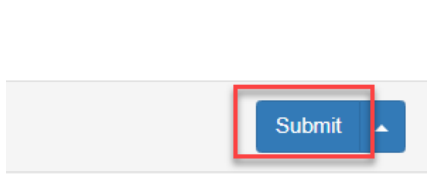
9b82d8ae-7f62-4e96-b099-e557847b1abd.pdf





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- Once all items are complete and you have reviewed them, click **“Submit”**:







- You will receive a notification that the form has been submitted for approval by the school office. Click **“OK”** to continue to the next form.



Thank You!

Thank you for submitting this form. Do not attempt to re-submit this form unless instructed to by the school office or a representative of East Maine School District 63. Your registration is not considered complete until all registration forms have been submitted by the parent or legal guardian and then approved by the school office, any required documentation has been received, residency within the district has been verified, and any fees due have been paid. Please contact the school office if you have any questions. Click 'OK' to continue to the next form.



- Continue through the forms, completing and submitting each one. **The final form is “H - Signature”**; this confirms that all forms have been submitted.
- Your submitted forms will be reviewed by the school office. If more information is needed, you may be contacted by the school. If the form was rejected, you will be able to correct and resubmit. **Your child’s registration is not considered complete until *all* registration forms have been submitted by the parent or legal guardian and then approved by the school office, any required documentation has been received, residency within the district has been verified, and any fees due have been paid.** There will be an icon next to each form showing the status:
 -  Form has not been submitted.
 -  Form has been submitted but not yet approved.
 -  Form has been submitted and rejected, please correct any issues and resubmit.
 -  Form has been submitted and approved.
- Questions? Contact your school office - or the District Office - depending on the date. You'll find [contact information on our website](#).