



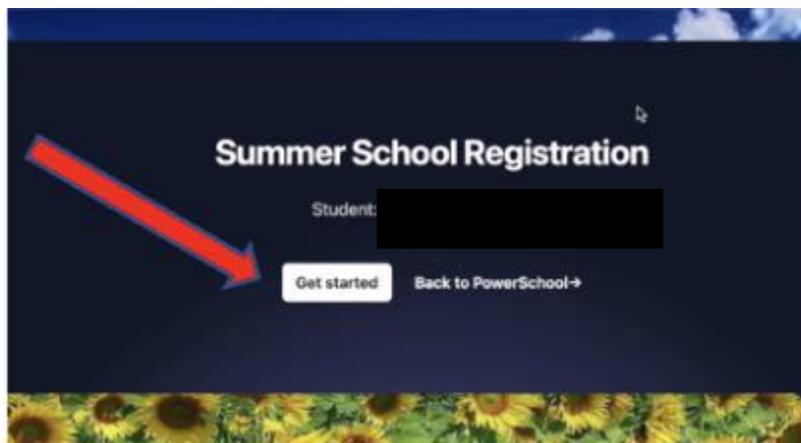
## Summer School Enrollment Process

1. **Log into the Power School Parent Portal at the following web address:**
  - a. <https://powerschool.nkcschools.org/public/>
  - b. If you do not have access to Parent Portal, need help with the summer enrollment process, or if you are enrolling a student who will be a kindergartner in Fall 2024 and you do not yet have a Parent Portal account, please call your student's school for additional support.
  - c. If your child is a visiting student to the district for summer school only, or if you are a new enrollee to the district, contact the school where your child will attend summer school for help with the enrollment process.
2. **Once in Parent Portal, find and click "NKCS Summer Enroll" on the toolbar on the left side of the screen.**



*Notice that the flower next to the NKCS Summer Enroll button is colorless. This indicates the student is currently not enrolled in Summer School.*

3. **On the next page you will see a blue screen that says Summer School Registration. Click "Get Started."**



#### 4. You will be taken to the registration form after clicking “Get Started.”

**Registration Form**

Emergency Contact

Emergency Phone

Address

**Transportation**

**Morning Transportation**  
How will you get your student to school in the morning?

Walker  
 Parent Drop Off  
 School Bus (Based On Eligibility)  
 Drop Off To Adventure Club

**Afternoon Transportation**  
How will you get your student to school in the afternoon?

Walker  
 Parent Pick Up  
 School Bus (Based On Eligibility)  
 Pick Up From Adventure Club

**Register Student**

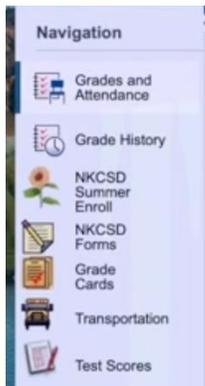
a. **Complete the registration form.**

Some of your student’s information will be pre-populated. Other fields will need to be added manually.

b. In the “**Transportation**” section of the form, be sure to identify how your child will get to and from school (walker, parent drop-off, bus, Adventure Club).

c. **Click “Register Student”** once you’ve completed the form.

#### 5. Return to Power School Home Screen



*If you return to the Power School home screen you may notice the flower next to the NKCS Summer Enroll icon on the left side of the screen is now green and yellow instead of black and white. This indicates the student has been successfully enrolled for summer programming.*

#### 6. **Additional Notes to Consider:**

- a. If your child plans to attend Adventure Club this summer (students who completed grades K-4 this school year), or The Great Adventure (students who completed grades 5,6,7) you must complete a separate Adventure Club enrollment in addition to completing the summer school enrollment process.
  - i. Please visit the Adventure Club webpage for pricing and additional information. <https://www.nkcschools.org/adventureclub>