

# Meridian Public School District

## Online Enrollment Process: New Students

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Welcome to Meridian Public School District!

These instructions are for families who are new to Meridian Public School District. The steps below summarize the actions that both you and your child's school will take to register your child in Meridian Public Schools.

### Step 1: Parent completes Pre-Registration Form

- Select the link on the district website for New Student Registration.
- You will receive an email from [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org) confirming that the form was received. If you do not receive the email confirmation within one hour (be sure to check your spam folder), please contact us at [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org).

### Step 2: School Office Reviews Pre-Registration Form

- We will review the Pre-Registration Form and contact you with any questions, if needed.
- You will receive another email from [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org) stating that your Pre-Registration Form was approved or rejected. If approved, continue on to Step 3.

### Step 3: Parent Creates/Edits Parent Portal Account & Completes Online Registration Forms

To complete registration for your child, you must have a MPSD PowerSchool account for parents, oftentimes referred to as the "[Parent Portal](#)." Through this account, you will be able to complete the necessary forms and upload supporting documentation. You can return to the process at any time; it does not need to be completed in one sitting.

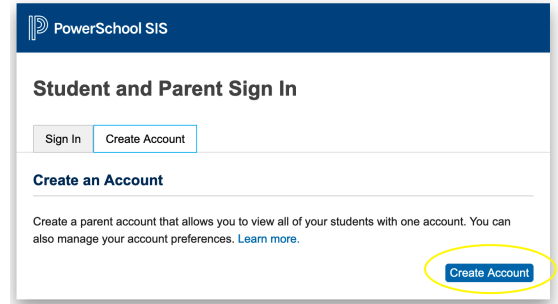
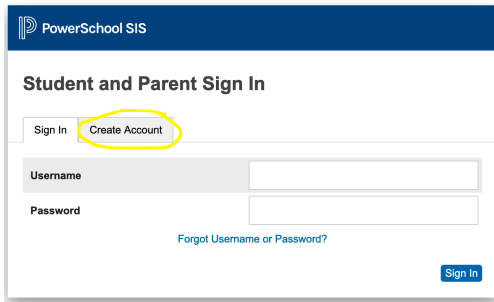
Once your child's Pre-Registration Form has been approved by the school office, you will receive an email from Meridian Public School District ([powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org)) with instructions to create/edit your PowerSchool Parent Portal account (Part A below) along with your child's unique **Access ID** and **Access Password** for doing so. The email will also provide instructions on how to complete the registration forms online (Part B below).

#### PART A: Creating or Editing Your PowerSchool Parent Portal Account

##### **To create a new MPSD PowerSchool Parent Portal account:**

1. Visit [mpsd.powerschool.com](https://mpsd.powerschool.com)

2. Select the "Create Account" tab at the top of the sign-on window, and then click the create account button.



3. Complete the fields on the top half of the page. Enter all the fields highlighted in yellow. The username and password that you create on this screen will be the username and password that you will use to sign into the Parent Portal.

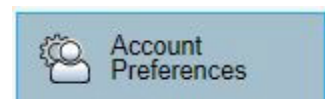
4. To link a student to your account, enter the student's name, Access ID, and Access Password into the appropriate fields. Select your relationship to the student from the drop-down menu.

**REMINDER:** Your child's unique Access ID and Access Password will be listed at the very end of the email you received from Meridian Public School District ([powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org))

5. If you have additional students, you may add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time using the "account preferences" tab.
6. Click the blue "enter" button to finish creating your account.
7. Once your account is created, you will receive an email from [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org) with the subject "PowerSchool Account Email Verification." To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message. Log in to complete enrollment forms.

❖ **To add a student to an existing MPSPD PowerSchool Parent Portal account:**

1. Log in to your existing account at [mpsd.powerschool.com](https://mpsd.powerschool.com)
2. Navigate to the "Account Preferences" section located on the left side of the



screen under “Navigation.”

3. Select the student tab and click on the “Add” button.



4. Add your student by entering their full name, the Access ID and Access Password provided, and your relationship to the student.

**REMINDER:** Your child’s unique Access ID and Access Password will be listed at the very end of the email you received from Meridian Public School District ([powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org))

5. Once you have added the student, his or her name will appear as a tab on your PowerSchool start screen. Select a tab to view the PowerSchool information specific to that child.

## **PART B: Completing Registration Forms**

1. Log in to your MPSD PowerSchool Parent Portal account at [powerschool.com](https://powerschool.com). (See PART A for assistance if needed.)
2. Select the “Forms” icon on the left navigation screen and then the “Enrollment” tab.
3. Select the Preferences button on the right to receive email notifications for when your forms are approved or when more information is needed.
4. All of the required registration forms will be listed:

Status	Form Name	Form Description	Category	Last Entry
Empty	NEW_A - Student Demographics		NEW_MPSD	
Empty	NEW_B - Birth Verification		NEW_MPSD	
Empty	NEW_C - Student Address		NEW_MPSD	
Empty	NEW_D - Student Contacts		NEW_MPSD	
Empty	NEW_E - Previous Enrollment and Records Release		NEW_MPSD	
Empty	NEW_F - Home Language Survey		NEW_MPSD	
Empty	NEW_G - Health Information		NEW_MPSD	
Empty	NEW_H - Health Authorizations		NEW_MPSD	
Empty	NEW_I - Student Services History		NEW_MPSD	
Empty	NEW_J - Residence Survey	McKinney-Vento Eligibility Questionnaire	NEW_MPSD	
Empty	NEW_K - Additional Questions		NEW_MPSD	
Empty	NEW_X - Permissions/Agreements		NEW_MPSD	
Empty	NEW_Z - Acknowledgment of Completion		NEW_MPSD	

## Step 4: Parent/Guardian Completes Online Registration Forms and Uploads Required Documentation

**Please review the following documents before you begin completing the registration forms:**

- MPSD Required Enrollment Documentation - List of required documents needed to complete registration forms
- PowerSchool Parent Portal - Uploading Documentation - Helpful tips for uploading required enrollment documentation
- MPSD District Registration Documents for Review - Important information to review with your child each year during the registration process

Log in to your MPSD PowerSchool Parent Portal account at [mpsd.powerschool.com](https://mpsd.powerschool.com) and select the "Forms" icon on the left.

Complete the online enrollment forms, starting with "NEWA – Student Demographics." After filling in the required information, click "Submit" to continue to the next page. Once each form is completed, the leaf icon and the progress bar will turn green accordingly. NOTE: You can click "Save for Later" to come back if needed.

You will be asked to upload documents required for enrollment with Meridian Public School District while completing the forms. See "PowerSchool Parent Portal - Uploading Documents" for FAQs and help with uploading documents.

### Required Documents for Enrollment

- ORIGINAL birth certificate with raised seal
- Valid immunization compliance form (Form 121) provided by [MSHD](https://www.mshd.gov) (all NEW students in grades K-12 and incoming 7<sup>th</sup> graders)
- Two proof of residency documents (see "MPSD Required Documentation for Enrollment")

## Step 4: School Staff Reviews Forms and Documentation

Once you have completed all forms and uploaded the required documentation, school staff will review the New Student Registration forms, review/verify required documents (Birth Verification with Proof of Age, Health Documents, Proof of Residence, etc.) and will reach out to the guardian/parent if there are any questions and/or if additional information is needed.

### ADDITIONAL HELP

#### **Received an error message stating that your email address is already taken?**

If you receive a message that your email address is already in use but don't remember your username or password, please return to the log in screen and use "Forgot Password" link to reset. If you need further assistance, please email [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org) with your current student information and we will link your new student to your previous account. Please allow 48 hours (M-F) for a return email.

#### **Forgot your username/password - how can you retrieve?**

Go to [mpsd.powerschool.com](https://mpsd.powerschool.com) and click on "Forgot Username or Password?" You will need to provide the email you used to create the account. You will receive an email containing information to log into the account. If you don't have access to the email you originally used to create the account, please email [powerschool@mpsdconnect.org](mailto:powerschool@mpsdconnect.org) and provide your student's name, school, your name, and email associated with the account.