

# Meridian Public School District

## Online Enrollment Process: Returning Students

Welcome back to Meridian Public School District!

These instructions are for families who are returning to Meridian Public School District (currently or previously enrolled). The steps below summarize the actions that both you and your child’s school will take to register your child in Meridian Public Schools.

**\*The PowerSchool Mobile app makes it easy! Click [here](#) for more information.**

### Step 1: Review Instructions and Gather Documentation

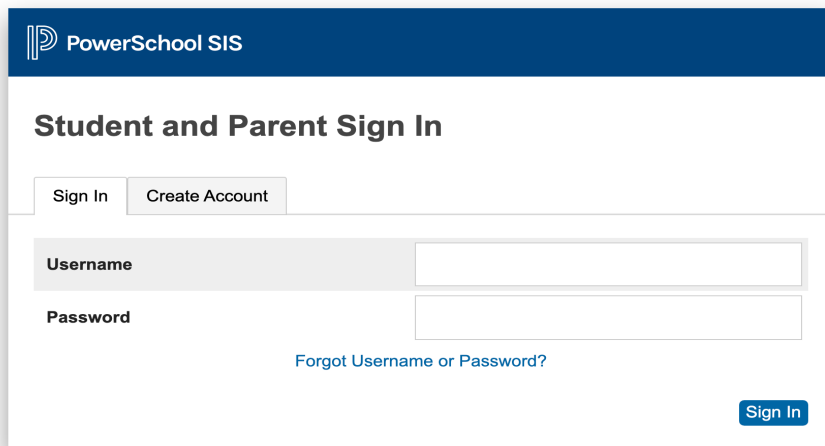
Please review the following documents before you begin completing the registration forms:

- 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

### Step 2: Access PowerSchool Parent Portal

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.

Go to <https://mpsd.powerschool.com/> in your computer or browser (not supported through PowerSchool Mobile App). If you don’t have internet access, please contact your child’s school for other options.



The screenshot shows the PowerSchool SIS login interface. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Enter your Username and Password you created and click Sign In.

If you do not remember, select Forgot Username or Password? Be sure to enter the email address you associated with the account, and you should receive link to reset in your email.

## Step 2: Parent/Guardian Completes Online Registration Forms and Uploads Required Documentation

1. Select the “Forms” icon on the left navigation screen and then the “Enrollment” tab.
2. Select the Preferences button on the right to receive email notifications for when your forms are approved or when more information is needed.

The screenshot shows a web interface with a left-hand navigation menu containing icons for Email Notification, Missing Assignments, School Information, Demographic Info, Account Preferences, MySchoolBucks, and Forms. The 'Forms' icon is circled in red. The main content area has tabs for General Forms, Class Forms, Enrollment (circled in red), and Student Support. A 'Preferences' button in the top right corner is also circled in red. Below the tabs is a 'Forms' section with a search bar and a table. The table has columns for Status, Form Name, Form Description, Category, and Last Entry. One row is visible with a 'Pending' status, form name 'NEW\_A - Student Demographics', category 'NEW\_MPSD', and last entry date '04/28/2021 11:08:29 AM'. A progress bar is shown above the table, with a green segment on the left and a red segment on the right.

3. Complete the online enrollment forms, starting with “RET\_A – Student Information Update.” For each form, verify the information is correct, make any necessary changes, or add any additional information. After completing 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

The screenshot shows the 'RET\_A - Student Information Update' form. At the top, there are tabs for RET\_A - Student Information Update, RET\_B - Student Change of Address, RET\_C - Student Contacts Update, RET\_D - Health Information Update, and RET\_E - Student Information Update. Below the tabs, there is a message: "There are no pre...". The form title is "RET\_A - Student Information Update". The form content includes a "Student Profile" section with a "Currently on Record" label and a "Corrections" label. Below this, there is a question: "Does this information need to be updated? \*". A subtext reads: "To change change current information or add information to a blank field, please select 'Yes.'". There are two radio buttons: "Yes" and "No". Below the radio buttons, there is a "Name" label and a text input field.

4. You can click “Save for Later” to come back if needed. If you’d like to save the form to submit it later, click the green Save for Later button instead.

The screenshot shows two buttons at the bottom of the form. On the left is a green button labeled "Save for Later". On the right is a blue button labeled "Submit" with a small upward-pointing arrow.

NOTE: 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](#) (all NEW students in grades K-12 and incoming 7<sup>th</sup> graders)
- Proof of residency documents (see “MPSD Required Documentation for Enrollment”)

### Step 3: School Staff Reviews Forms and Documentation

Once you have completed all forms and uploaded the required documentation, school staff will review the Returning 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?**

You probably have a graduate or inactive student associated with your email address. See the instructions below to add a student to your existing PowerSchool account. 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 the <https://mpsd.powerschool.com/public/> 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.