



Enrolling a New Student

Pre-Enrollment Process

Enrollment Process

Step 1: Create a new Parent Portal account or Add a Student to an Existing Parent Portal Account

Step 2: Complete the Enrollment Forms

Step 3: Uploading Documentation

Pre-Enrollment Process

Visit: <https://brownsburg.powerschool.com/public/formbuilder/form.html?formid=4406374>

Fill in all fields. Required fields are noted with an asterisk. *

Enrollment Express Select Language

Pre-Enrollment Form
This form will need to be completed for each student you wish to enroll

Student Information

First Name * Middle Name Last Name *

Primary Phone *

DOB *
MM/DD/YYYY

Gender *
Enrolling Grade Level *

Household Information

Street * City *
State * Zip *

A confirmation message will appear at the top of the screen once you have submitted the form. You will also receive an email confirming that the pre-enrollment was received.

Enrollment Express Select Language

THANK YOU
Your Pre-Enrollment has been submitted. This form must be completed for each new student who needs to be enrolled. You will receive an email with additional information when your Pre-Enrollment has been received.

You will need to fill out this form for every new student you are enrolling.

After your pre-enrollment form has been approved by school personnel, you will receive a second email with access information and instructions on how to create a parent account. At that time, you will proceed and complete the enrollment request for your student(s). This email should arrive within 24 hours (or as soon as 15 minutes). The email subject line will start with **ACTION REQUIRED**. If completing the pre-enrollment after 4pm on Friday, you will receive the access information email on Monday morning.

Please check your junk/spam folder for email if it seems to be taking a while to receive. The message will come from Brownsburg Community School Corporation <no-reply@rackspace.powerschool.com>
If you still do not see it, you might need to reach out to your email provider to see if they have blocked the email for some reason. **Do not pre-register your student again.**

Enrollment Process

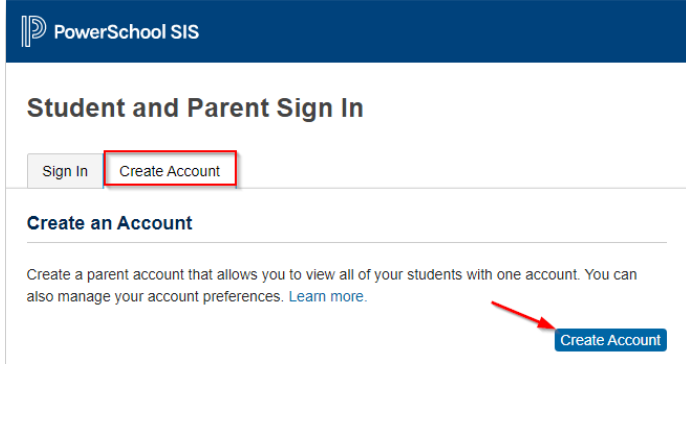
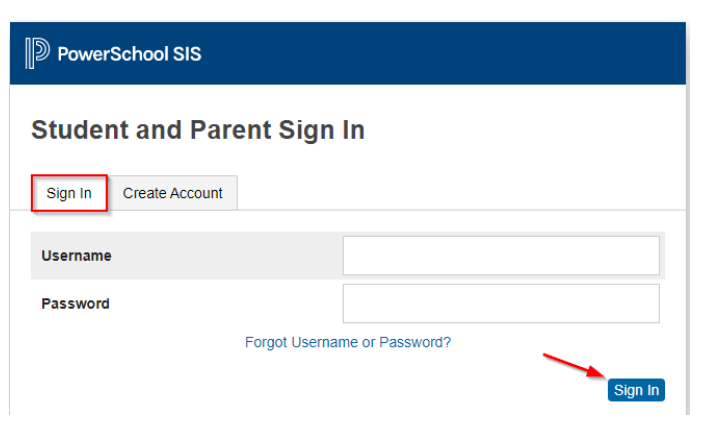
Complete all steps

- Set up a new Parent Portal account
- or
- Add a student to an existing Parent Portal account
- Complete the Enrollment forms
- Upload documentation


Step 1: Create a new Parent Portal account or Add a Student to an Existing Parent Portal Account


Click the link within the email to either create a parent portal account or add an additional student to an existing parent portal account. Alternatively, navigate to the portal via


<https://brownsburg.powerschool.com/public> * DO NOT CLICK THIS LINK UNTIL YOU HAVE RECEIVED THE ACCESS INFORMATION NEEDED TO PROCEED


Create a New Parent Portal Account	Add a Student to an Existing Parent Portal Account														
<p>Choose Create Account from the Student and Parent Sign In Screen</p>  <p>PowerSchool SIS</p> <h3>Student and Parent Sign In</h3> <p>Sign In Create Account</p> <h4>Create an Account</h4> <p>Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.</p> <p>Create Account</p>	<p>Sign in with the previously established username and password</p>  <p>PowerSchool SIS</p> <h3>Student and Parent Sign In</h3> <p>Sign In Create Account</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot Username or Password?</p> <p>Sign In</p>														
<p>Fill in the details to set up a Parent Account. The email address will automatically populate in the Username field.</p> <p>Parent Account Details</p> <table border="1"><tr><td>First Name</td><td><input type="text"/></td></tr><tr><td>Last Name</td><td><input type="text"/></td></tr><tr><td>Email</td><td><input type="text"/></td></tr><tr><td>Re-enter Email</td><td><input type="text"/></td></tr><tr><td>Username</td><td><input type="text"/></td></tr><tr><td>Password</td><td><input type="password"/></td></tr><tr><td>Re-enter Password</td><td><input type="password"/></td></tr></table>	First Name	<input type="text"/>	Last Name	<input type="text"/>	Email	<input type="text"/>	Re-enter Email	<input type="text"/>	Username	<input type="text"/>	Password	<input type="password"/>	Re-enter Password	<input type="password"/>	<p>After signing in, go to Account Preferences in the Navigation bar on the bottom left</p>
First Name	<input type="text"/>														
Last Name	<input type="text"/>														
Email	<input type="text"/>														
Re-enter Email	<input type="text"/>														
Username	<input type="text"/>														
Password	<input type="password"/>														
Re-enter Password	<input type="password"/>														


Navigation Hide


 Grades and Attendance

 Grade History

 Class Registration

 Resources

 Medical

 Account Preferences

Multiple students can be linked using individual Access IDs and Access Passwords. Multiple students can be added at this time.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship -- Choose

A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.

From the Account Preferences screen the student can be added using the Access ID and Access Password included in the email

Account Preferences - Students

Profile

Students



Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship -- Choose

Cancel OK

Select the student name in the blue bar at the top of the screen to begin enrollment

The screenshot shows the PowerSchool SIS Parent Portal interface. At the top left is the PowerSchool SIS logo. To its right is the text 'Parent Portal'. Below this is a dark blue navigation bar with a 'Student' dropdown menu highlighted by a red box. Below the navigation bar is a 'Navigation' sidebar with a 'Forms' icon. The main content area is titled 'Enrollment' and 'Enroll Form Listing for Test, Student A'. Below this title, it shows 'Student Number: [redacted]' and 'Grade Level: 3'.

Step 2: Complete the Enrollment Forms

Complete each required form by selecting the form name.

The screenshot shows the 'Enroll Form Listing for [redacted]' page. At the top, there is a search bar labeled 'Search forms...'. Below the search bar is the title 'Brownsburg Community School Corp Enrollment'. The page lists several enrollment forms with their status:

Form Name	Status
A. Student Information Update Enter the student's name as it appears on the Birth Certificate, including the middle name. Last Entry: 02/10/2025 10:50:05 AM	Pending Review
B. Residence Survey McKinney-Vento Eligibility Questionnaire Last Entry: 02/10/2025 11:10:49 AM	Submitted
C. Parent/Guardian, Emergency Contacts & Custody Last Entry: 02/11/2025 03:12:13 PM	Pending Review
C1. Previous Enrollment and Records Release Last Entry: 02/10/2025 04:22:16 PM	Submitted
D. Transportation Questionnaire Request bus transportation to/from school for your child Last Entry: 02/10/2025 04:23:01 PM	Submitted
D1. Health Information Last Entry: 02/10/2025 04:23:13 PM	Submitted
E. CHIRP Release Form Last Entry: 02/10/2025 04:23:24 PM	Submitted
F. Required Documents Last Entry: 02/10/2025 04:25:02 PM	Submitted
G. Agreements Last Entry: 02/11/2025 02:37:25 PM	Submitted
H. Documentation Needed for Registration Last Entry: 02/11/2025 02:37:34 PM	Pending Review
I. Home Language Survey (HLS) Last Entry: 02/11/2025 02:39:31 PM	Submitted
J. Electronic Signature Last Entry: 02/11/2025 03:17:47 PM	Submitted

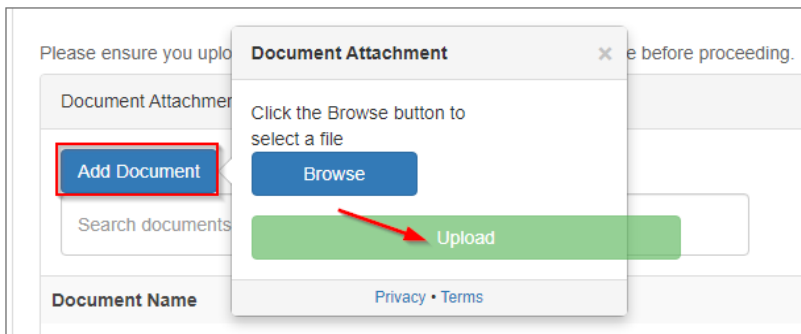
Forms will be listed across the top of the page in tabs. Continue until all forms have all been filled out.



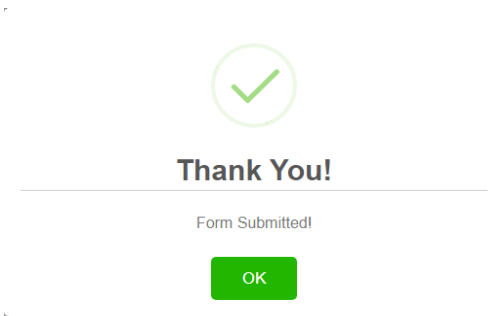
Step 3: Uploading Documentation

Upload documents by selecting **Add Document**. Select the file you wish to upload and select **Upload**.

If all documents are not available for upload (such as immunization records), the enrollment form can still be completed. Forms can be scanned and emailed to the registrar or dropped off at the district office when they become available. Your enrollment is not “official” until all required paperwork has been received.



After all forms have been filled out and submitted, a message displays indicating the forms have been submitted.



Brownsburg Schools will confirm that all required paperwork has been received, and starting April 7, 2025, new enrollees will receive a message confirming school placement and next steps.

Welcome to Brownsburg Schools!

If you still have additional questions, please contact registrar@brownsburg.k12.in.us