PARENTS' GUIDE TO REGISTRATION:

POWERSCHOOL ENROLLMENT EXPRESS

INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Your student's district has implemented Enrollment Express to share forms with you. These forms will be used to interact with the district in a variety of ways. Enrollment forms will be shared with you via the Parent Portal in PowerSchool:

St. Croix District
(https://stx.powerschool.com/public/formbuilder/form.html?formid=121809).

St. Thomas – St. John District
(https://sttj.powerschool.com/public/formbuilder/form.html?formid=95524).

You will see a new "Forms" link on the left-hand navigation bar. Use this link to access any forms shared with you – no more depending on your student to bring them home! Forms submitted by you are automatically accessible to school staff via their PowerSchool portal.

We are confident Enrollment Express will increase communication with your students' school and make it easier for both the school and you to complete necessary paperwork in an easier, more efficient way.

If at any time you have questions or need assistance, please contact the district registration office your child attends. We are to help you through the registration process.

ACCESSING ENROLLMENT FORMS

Enrollment forms are accessed from a Parent PowerSchool account. No separate login is necessary.

PARENT PORTAL

1. Go to in your browser (or through the PowerSchool Mobile App).

2. If you have a parent account enter your Username and Password you created and click "Sign In." *(You should only have one account for all of your children).*
   - **Forgot Login:** If you do not remember your password, contact the district or school office where your child attends for assistance.
   - **Need to add a Child to Pre-existing account:** If you have an account and need to add a child to your account, you will need their Access ID and Access Password. If you need assistance, contact the district or school your child attends.
   - **Create an Account:** If you do not already have an account and need assistance creating one, contact the district or school where your child attends for assistance.

ENROLLMENT PREFERENCES

A form may be set up to send notifications to parents when it is submitted for the student, an administrator, or when the status of a pending form changes. Use the Enrollment Preferences on the "Forms" page to indicate whether you would like to receive these notifications.


Clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications and, if you do, to which email address(es) you would like them sent.

In addition to the notification preferences, you can also choose what language you would like to see forms translated in. Forms are available in "English" and "Spanish."

Once your preferences are set, the button changes from golden to white.

You can access these settings any time from the "Forms" page.

LOCATING FORMS
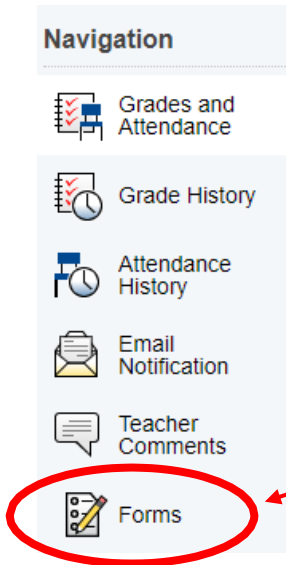
Forms are tied to your child's record and can be accessed from the "Forms" link in the left-navigation column.

Here you can see all the forms that the school has made available to you.

Forms may be grouped into categories. As you complete forms, the status bar for that category will change from red to green. This screen will show you the forms that will need to be completed/updated for your student. Depending on if your student is "New" or "Returning", the appropriate forms will be displayed that you will need to complete before your student's first day of school.

151 Cassia County School District (New Student) - 151 Distrito Escolar del Condado de Cassia (Estudiante Nuevo)

Category progress bar

1. New Student: Demographics	🍃 Empty
2. New Student: Address	🍂 Pending
Last Entry: 07/25/2022 6:01:12 PM	
3. New Student: Contacts	🍃 Approved
Last Entry: 07/25/2022 6:01:52 PM	
4. New Student: Health Information	🍂 Rejected
Last Entry: 07/25/2022 6:03:30 PM	
5. New Student: Home Language Survey	🍃 Submitted
Last Entry: 05/20/2022 2:53:43 PM	
6. New Student: Completed Registration	🍃 Empty

Forms to be completed

Form Status

SUBMITTING A FORM

Once the form is filled out, press the "Submit" button at the bottom of the

page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the Submit button is an arrow that brings up a couple of options for submission.

For some forms, the first may be "Submit for Family". Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using "Submit for Family" will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.
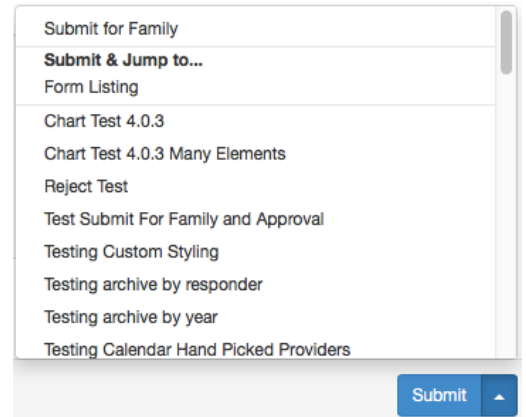
The other option is to "Submit & Jump to…". Below this option is a list of pages you can open after submitting this form, either the "Forms" page or a different form.

SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

When to Save:
  • You need to step away from the computer.
  • You do not have all the required information but have filled out some of the information.

When to Submit:
 • You are ready to send the form to the school/district.

APPROVAL

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
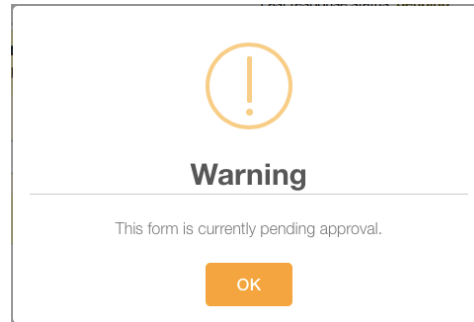
PENDING: The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the "Forms" page, a pending form will have the status of Pending and the row will be highlighted yellow.

APPROVED: If the form is approved, the status will be Approved and the form background return to white.

REJECTED: If the response to the form was rejected, the form will be highlighted red in the form list and the status will be Rejected . Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.
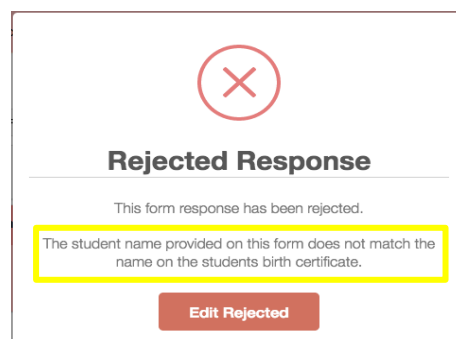
Click the "Edit Rejected" button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.