

## ONLINE PRE-REGISTRATION FOR NEW KINDERGARTNERS

PLEASE NOTE: This link is for new kindergarten students only. **DO NOT** use for returning students (i.e., students who have attended preschool within our district). If you have any questions about if you are a new or returning student, contact your school.

Go to the following webpage link:

<https://www.nkcschools.org/families/enrollment>

Click where it says, "New Families for 2025-2026 (Next Year)", please read through all the instructions on this page. You will see a blue button (Click here to enroll for the 2025-2026 school year). This is the link that you will use for enrolling for 2025-2026.

## NEW STUDENTS FOR 2025-26

Enrollment for new students for next school year (2025-2026) opened March 17.

Click here to enroll for the 2025-26 school year.

After you create an account, click on "New Student Registration 2025-2026".

You will be directed to the following screen to login.

The screenshot shows the top navigation bar with the NKC Schools logo on the left and 'Help' and 'English' links on the right. Below the navigation bar, there are two main sections: 'Sign In' and 'Create Account'. The 'Sign In' section includes input fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, a 'Sign In' button, and a 'Forgot password?' link. The 'Create Account' section includes a list of benefits: 'Complete forms online', 'Save and return to forms in progress', and 'Print form history', followed by a 'Create Account' button. At the bottom of the page, there is a small copyright notice: '© 2008-2025 PowerSchool Group LLC and/or its affiliates. All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. Privacy Policy. Version: 25.3.0.0'.

If you have older siblings in the district, this is the same email and password that you used to enroll your other student(s) when they were first time students in our district. If you have forgotten your password, please see the instructions [Forgotten Password \(below\)](#).

If you do not have a current student enrolled in the district or you have changed your email address, please click on Create Account.

Follow the instructions on the screen to create a username & password. As noted on the screen, this account is meant to be created by an adult family member. Only one account per household should be created.

Once you have your username/password created and hit submit the following screen appears, type in your child's information and then click Add Student.

Add New Add Student Screenshot here:

The screenshot shows the 'Add Student' form in the NKC Schools portal. The header includes the NKC Schools logo and navigation links for Dashboard, Help, English, and MB. The main heading is 'New Student Registration 2025-2026'. The form fields are: First Name, Last Name, and Date of Birth (with a note to enter as 'mm/dd/yyyy'). A blue 'Add Student' button is at the bottom. A small copyright notice is visible at the bottom of the form area.

This is the screen you will see when you begin to fill out the form.

The screenshot shows the 'Introduction' page for 'New Student Registration 2025-2026'. The left sidebar contains a navigation menu with 'Introduction' selected, and other options: Form, Verification, and Summary. The main content area has the heading 'Introduction' and 'Online New Student Registration 2025-2026'. The text reads: 'Welcome to North Kansas City Schools New Student Registration. Please follow the steps below to continue.' It includes a warning: '\*\*Any data submitted for 2024-2025 school year will not be accepted through this form and will need to be re-entered on the 2024-2025 New Student Registration form.' It instructs to 'Click "Next" on this page, and enter the information requested by the online forms.' A numbered list follows: 1. Note: Required fields are marked as "Required", and North Kansas City Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. 2. On the "Summary" page, check your data before submitting. 3. Click "Submit" On the submission confirmation page, you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation. A final note states: '\*\*Only currently enrolled students will complete on-line Registration process through the parent portal in July 2025.' At the bottom, there are 'Previous' and 'Next' buttons. A small copyright notice is at the bottom of the page.

When you click next...it reiterates by asking – is this student currently enrolled at North Kansas City Schools (school year 2024-2025) – if you answer Yes (see below)

**NKC Schools**  
NORTH KANSAS CITY SCHOOLS

New Student Registration  
2025-2026

Introduction

Form

Verification

Summary

### Form Verification

Is this student currently enrolled at North Kansas City Schools (school year 2024-2025)? required

Yes

**!** This student does not qualify as a new student. Students currently enrolled will complete on-line Registration process through the parent portal in July 2025.

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Previous Next

You receive a stop sign that says “your student does not qualify as a new student. Students currently enrolled will complete on-line Registration process through the parent portal in July 2025”. This would be where you would stop with this registration as your student is already currently enrolled in NKC Schools. If your student was enrolled for a time in our district, but left our district during the 2024-2025 SY, they are still considered a new student, and you will fill out this form so mark “No” since they are not currently enrolled.

**Staley Preschool students are not returning students; they will have to do a New Student Registration.**

If the student does not meet any of the criteria above, then mark the answer as “No”. This will then open the form and allows you to continue to register your child.

**NKC Schools**  
NORTH KANSAS CITY SCHOOLS

New Student Registration  
2025-2026

Introduction

Form

Verification

Student Demographics

Additional Demographics

Family

Emergency

Health

Agreements

Food and Nutrition Services

Meal Allergy Modifications

Signature

### Form Verification

Is this student currently enrolled at North Kansas City Schools (school year 2024-2025)? required

No

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Previous Next

You will pick Next and the Student Demographic area opens. When you get to the below fields. Make sure you are choosing K as the enrolling grade, it will then prompt for Does your student have any pre-school experience, if you choose Yes, then it wants to know where your student previously attended preschool, the options are Attended North Kansas City Schools preschool, Attended a private pre-school, Attended other pre-school and it prompts for an explanation. Then you will choose the school the student will attend in 2025- 2026 for the enrolling school.

Enrolling Grade required

K

Does your student have any pre-school experience? required

Yes

No

Where did your student previously attend pre-school?

- Select -

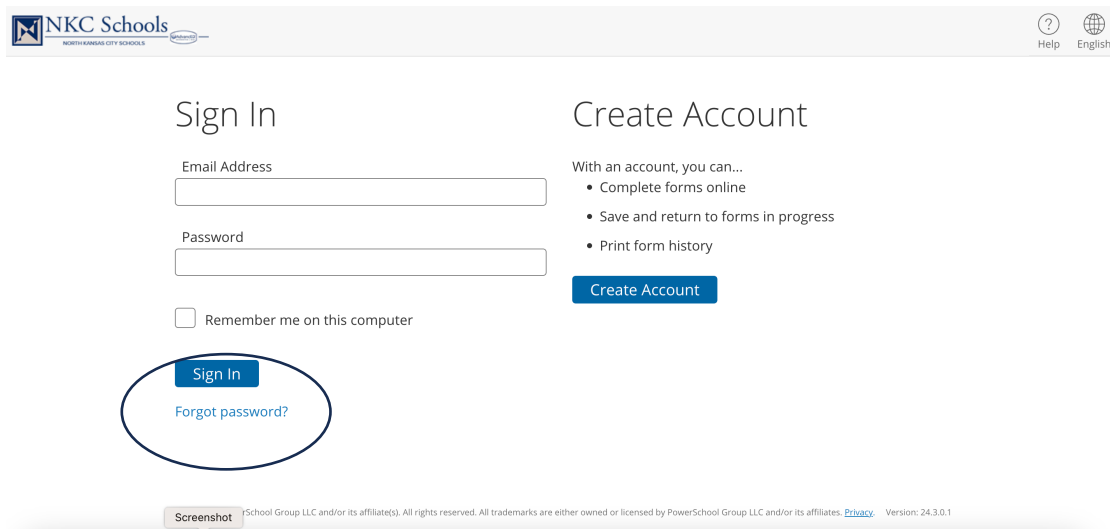
Enrolling School required

- Select -

Then continue through the form answering all required fields. At the end of the form, you will receive a summary with green checkboxes, if you do not have any errors (they would be red) you will be able to submit the data.

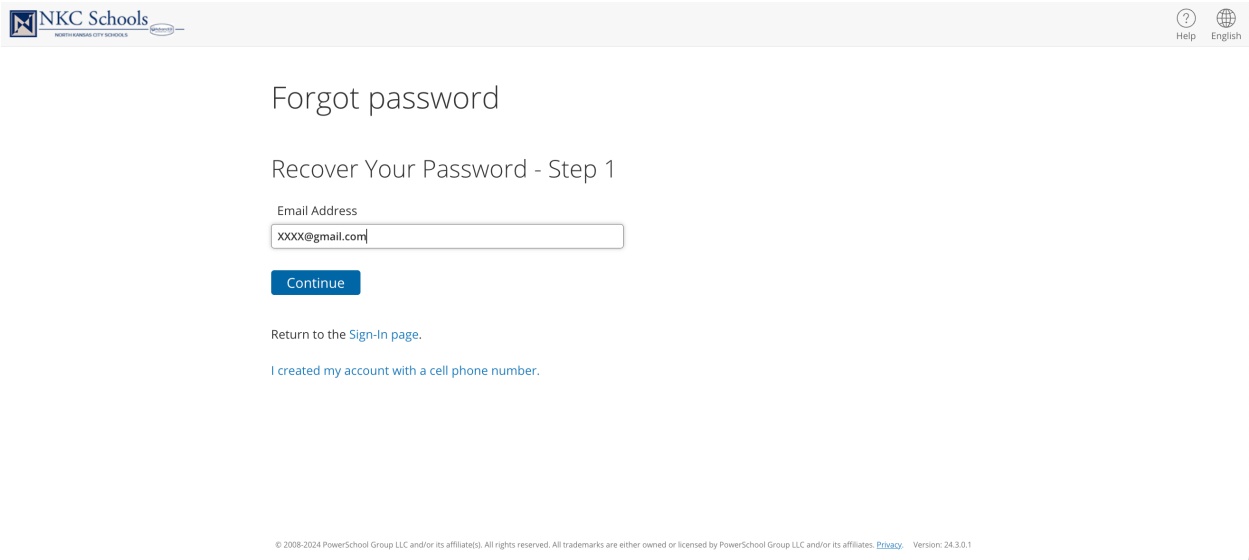
# Forgotten Password

## 1. Click on the Forgot Password



The screenshot shows the NKC Schools login page. At the top left is the NKC Schools logo. At the top right are 'Help' and 'English' links. The page is split into two columns: 'Sign In' and 'Create Account'. The 'Sign In' section has fields for 'Email Address' and 'Password', a 'Remember me on this computer' checkbox, a blue 'Sign In' button, and a blue 'Forgot password?' link. The 'Create Account' section has a list of benefits and a blue 'Create Account' button. A blue circle highlights the 'Forgot password?' link. At the bottom, there is a 'Screenshot' label and a footer with copyright information.

## 2. Type in the email and hit continue.



The screenshot shows the 'Forgot password' page. At the top left is the NKC Schools logo. At the top right are 'Help' and 'English' links. The page title is 'Forgot password' and the subtitle is 'Recover Your Password - Step 1'. There is an 'Email Address' field containing 'XXXX@gmail.com' and a blue 'Continue' button. Below the button are two links: 'Return to the Sign-In page.' and 'I created my account with a cell phone number.'. At the bottom, there is a footer with copyright information.

- Pick either to have a Temporary Password sent or answer your security question. Then click continue and it will email a temp password to your email you used during setup or click on online, and you will answer the security question you had previously setup.

## Forgot password

### Recover Your Password - Step 2

Recover By

Email (Temporary Password Sent to Your Email)

Online (By Answering Security Questions)

[Back Up](#)

[Continue](#)

Return to the [Sign-In](#) page.

- Then use the new password to login and continue with enrolling your student.