

## Parent Guide: PowerSchool Central Registration

**Welcome to Killingly Public Schools!** Our district now uses PowerSchool's eForms and eCollect Tools for our Central Registration system. This system allows parents and guardians to:

- Register new students online
- Update information each year
- Access grades, attendance, and school information once enrolled

This guide provides step-by-step instructions for creating your account and registering your child in our district for the first time. You may complete this process on your own using a personal device, or you may schedule an appointment to visit us and use our computers with assistance from the Registrar at Central Office.

Regardless of how you complete the forms, you must visit us in person at 79 Westfield Ave (Central Office) to verify your address and have a Residency Affidavit notarized. The affidavit and notary services are provided at this location for your convenience. If you have questions, please contact the Central Registrar at **860-779-6600**.

***Before you begin the online process, make sure you have:***

- A valid personal email address that you can access

### **Step 1: Fill out the Pre-Registration Form**

1. Navigate to the following link:  
[https://killinglyschools.powerschool.com/public/formbuilder/form.html?formid=395602&request\\_locale=en\\_US](https://killinglyschools.powerschool.com/public/formbuilder/form.html?formid=395602&request_locale=en_US) ***\*\*Please note: A Spanish version of this form is available upon request.***
2. Complete the form, **ensuring that your student's full name is spelled correctly, and with correct capitalization**. This exact name will be used to connect the student to your parent account in Step 2.
3. Once complete, click "Submit". ***\*\*Important Note: If you are registering multiple children, you will need to complete a new form for each child.***
4. **Please watch for a confirmation email sent to the email address you provided**. This message will come from PowerSchool and is typically delivered within one business day, as all submissions must be approved by our office. If you submit the form during regular business hours 8:00am-4:30pm, you may receive the email sooner. Once approved, you will receive a separate confirmation email for each child you registered.
5. Once you've received the confirmation email(s), move on to Step 2.

## Step 2: Create Your PowerSchool Parent Account

1. Navigate to the following link:  
<https://killinglyschools.powerschool.com/public/>
2. Click the “Create Account” tab, then the blue “Create Account” button. Enter your name and email address, then create your desired username and password. Usernames are assigned on a first-come, first-served basis; if your preferred username is unavailable, you will be prompted to choose an alternative. When creating your password, please be sure to follow the listed character requirements, which will appear on the screen during this step.
3. Link your student(s) to your account. In the email(s) you received in Step 1, you will find an **Access ID and Access Password** for your child. If you have more than one child, you will receive a separate email for each child, each with its own Access ID and Access Password.

**Already Have an Account?** If you already have a student in our district and an existing parent account, and you are only registering a new student, please skip ahead to **Step 4**. Historically, parent accounts were primarily issued to high school families, so you most likely already have an account if you currently have or previously had a high school student. If you attempt to create a new account when one already exists, the system will not allow it. If you do not remember your password, please use the “**Forgot Password**” option to reset it.

**Not Working?** Your student(s) Access ID and Access Password are randomly generated and may include letters, numbers and characters. If your first attempt doesn't work, don't worry—try a few character variations. For example, a lowercase I can sometimes look like an i.

a. When prompted, enter your child's full name (using correct capitalization and spelling, exactly as you entered it in the Pre-registration form), along with the corresponding Access ID and Access Password in the required fields.

4. Scroll down and click “Enter” on the bottom of the page.
5. Once you've successfully submitted the page, move on to Step 3.

## Step 3: Verify Your Email Address

1. Within 0–5 minutes of submission, you will receive an email from PowerSchool asking you to verify your email address. Please click the link in the email to complete this step and activate your account. **\*\*Important Note: you must click this link in order to log into your newly-created account!**
2. After clicking the link and logging into your parent account, you will be able to continue registration by completing the forms outlined below in Step 4.

#### **Step 4: Complete Registration Forms Within Your PowerSchool Parent Account:**

1. Once you are logged into your account, select “**Forms**” from the menu on the left side of the page.
2. Click on “**Enrollment Forms.**”
3. Choose “**NE-1**” to begin and complete the first form. When you finish each form, you will automatically be taken to the next one. Please continue through **NE-5** and complete all five forms.
4. After submitting the final form, you should see a confirmation message that says: *“Thank you, your form has been submitted. The Registrar will review your full submission, and you will be hearing from us shortly with next steps.”*

#### **Step 5: In-Person Appointments and Next Steps**

1. Once you have submitted the final form in Step 4, please call our Central Registrar at **860-779-6600** to schedule an in-person appointment to verify your address and have a Residency Affidavit notarized. This appointment will take place at our Central Office, located at **79 Westfield Ave, Danielson, CT 06239**. *We cannot move forward with registration until you call us.*
2. Once your Residency Verification appointment is complete, the Central Registrar will send your child’s registration information to the appropriate school in our district. Within 1-2 business days, the school will reach out to you directly to coordinate next steps, such as your child’s schedule, start date, medical information, and any other important details to get your child ready for school.

##### **OUT-OF-DISTRICT RESIDENTS:**

Please note if you are not a Killingly resident and you reside in a town with reciprocity, you will need to contact the Superintendent’s office of the town you reside in to notify them of your intentions to attend Killingly Public Schools.

***More of a visual learner? Click [HERE](#) (COMING SOON) to watch our step-by-step video walkthrough.***