

FAQ – USD 234 Online Enrollment

We are very excited to utilize district technology to make the process of enrolling your student(s) in USD 234 much easier. We recognize that our parents and guardians have very busy lives between work and family. Online enrollment helps our district save money. We have compiled some frequently asked questions that are listed below.

Please send additional questions to enrollment@usd234.org.

Physical Enrollment versus Online Enrollment

Q: What is the difference between online enrollment and physical enrollment?

A: There is no difference other than the location. Physical enrollment is August 1 from 7:00 a.m. to 6:00 p.m. at Fort Scott Middle School located at 1105 E. 12th Street. Online enrollment will begin on July 15 at 8:00 a.m. and will run through August 15 at 5:00 p.m. At physical enrollment, we will provide computer labs for the online process to be completed. There will not be any paper enrollment forms. The only students who will not enroll online are our new-to-the district students.

Q: Can I enroll my student online from my computer and then have them change their schedule during physical enrollment?

A: Yes. If a student is already enrolled, he/she can come to the middle school during enrollment to change his/her schedule. The student will see the counselors to make those changes.

Q: Why should I do online enrollment?

A: No long line. No set time of the day. No taking off work. No giving up your lunch hour. You are saving your school district money! Online enrollment is available 24 hours a day.

Parent PowerSchool

Q: Where do I go to find the link to log into PowerSchool?

A: The link is <https://powerschool.usd234.org/public>. You can also visit our website at www.usd234.org to get to the link as well.

Q: What if I don't have a parent PowerSchool account?

A: Don't panic. You have plenty of time. Enrollment starts July 15 and runs until August 15. That gives you plenty of time set up an account and get enrolled. We do encourage you to enroll as soon as possible as it helps with our planning.

We have set up an e-mail specifically for enrollment so that we can better respond to any questions. Please e-mail enrollment@usd234.org with your name, a number to contact you, and your student(s)' name(s) and grade. Setting up an account is quick and easy, but we need to allow you access. We will respond to your questions as quickly as possible in the order they are received. Sometimes our staff are at the various schools as projects arise. E-mail is the best (and fastest) way to reach them.

Q: What if I have forgotten my parent PowerSchool account?

A: If you have an account set up, please go to <https://powerschool.usd234.org/public> and click on the link "Forgot Username or Password." This will send a reset message to the e-mail on file. If this doesn't work for you, please e-mail enrollment@usd234.org with your name, a number to contact you and your student(s) names. This allows us to verify your current e-mail with the e-mail on file with PowerSchool.

Q: Can I use my student'(s) PowerSchool account to enroll them?

A: No. You must have a parent PowerSchool account. Some people use their student's login to access their student's information, but you cannot enroll through the student account.

Q: I have more than one student - how do I switch between students?

A: Whatever student you have selected in the PowerSchool is the student you will be enrolling. Students are found in the upper left-hand side of PowerSchool. Simply click on each one before you click on the Student Registration 2018-19 icon.

Q: Why do I need a parent PowerSchool Account if my child is in elementary school?

A: You must have it to enroll your student in school. We encourage you to use it for so much more. You can look up grades and attendance, view course schedules, sign up for text and e-mail alerts, look at lunch balances or fees, and a lot of other helpful information. It will be a great resource to you, even after enrollment is over. It also allows the district to stay in better communication with our parents and guardians.

Q: What if my student attended St. Mary's School? Will my parent PowerSchool account I used for that school work?

A: You will need to get a new access id. Please e-mail enrollment@usd234.org. We do have the sixth grade students from St. Mary's School set up in the district's PowerSchool.

Online Enrollment

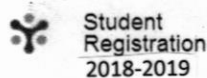
Q: What's my first step?

A: Log into your parent PowerSchool account. If you don't have one, please see above FAQ's on Parent PowerSchool.

Q: I'm in my parent PowerSchool account – where do I go now?

A: Make sure you are working on the student you want to enroll first. Students are found in the upper left-hand side of PowerSchool. Simply click on each student's name. The default is whoever is to the far left. Then click on the **Student Registration 2018-19** icon in the bottom left corner.

The **Student Registration 2018-19** icon looks like:



Once you click on **Student Registration 2018-19**, it will transfer you over to online enrollment. You will need to verify your student's date of birth and then follow the prompts.

Q: What information will I need to enroll my student in USD 234?

A: For existing students – Here is a quick checklist

*Father, Mother, and Step-Parents – contact information to include social security numbers, addresses, phone numbers, work place, work phone numbers, e-mail address

*Emergency contact information – We need three (preferably local) “in case of emergency” names and at least one phone number. We want to make sure that we are able to reach you in the case of an emergency. It’s important that we have additional contacts.

*Medical information on your student(s) – Have they had their immunizations? Are they allergic to anything? Have they had surgery? Who is your student’s doctor, and what is his/her phone number? What are their chronic health conditions?

*If your student(s) will need a parking pass – make, model, and color of their vehicle, tag number, and their driver’s license number.

*For those wanting a PE t-shirt at the middle school – what size does your student need?

*Will your student need bus transportation to/from school?

*Will your student participate in athletics?

Don’t forget – you can always start enrolling your student and then hit save to come back later if you don’t have everything available when you begin. If you have everything you need, the process will be less than 15 minutes. Most of the information is pre-populated for you, but we do ask that you verify and update, as needed.

Q: What if I start enrolling my student and need to finish later?

A: This is one of the biggest advantages of online enrollment. If you are interrupted ten times, you can save and return to your enrollment anytime. Simply log back in to your parent PowerSchool account, select the student you would like to complete, and click on the Student Registration 2018-19 icon again. You will be asked if you want to continue where you left off.

Q: How do I get help with technical questions while I’m enrolling my student?

A: PowerSchool registration provides tech support at <https://infosnap.zendesk.com> or click “Contact Us” from any registration page. If the FAQ on their page doesn’t solve your issue, there is a live chat option that will get you to a customer service representative quickly. Their phone number is 866-752-6850. There is no charge to call for tech support. PowerSchool tech support will not be able to answer questions specific to the district such as courses or teachers, but they will be able to help you if something were to go wrong. They will be a faster response to technical questions. They also can’t give you PowerSchool information, so please see above FAQ’s on parent PowerSchool.

Q: How soon should I enroll?

A: Online enrollment goes live Sunday, July 15, 2018 at 8:00 a.m. We encourage you to enroll as soon as possible. This will allow the district to track enrollment figures. In addition, it will give you plenty of time to budget for fees that are due before school starts.