



# PARENT/GUARDIAN GUIDE TO ENROLLMENT EXPRESS

## INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Enrollment forms will be shared with you via the Parent Portal in PowerSchool: <https://usd417.powerschool.com/public/>. You will see a "Forms" link on the left-hand navigation bar.

## ACCESSING FORMS

Enrollment Express forms are accessed from your Parent Portal PowerSchool account <https://usd417.powerschool.com/public/>. No separate login is necessary. Forms are tied to your child's record and can be accessed from the Forms link in the left navigation column.

## PARENT PORTAL

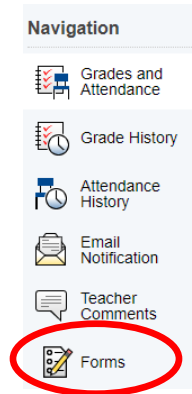
1. Go to (<https://usd417.powerschool.com/public/>) in your browser on your computer, or use the PowerSchool app on your mobile phone. If you don't have internet access, please contact your school for other options.

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two buttons: "Sign In" and "Create Account". Underneath, there is a "Select Language" dropdown menu currently set to "English". Below that are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

2. Enter your Username and Password you created and click **Sign In**.
- If you do not remember, select **Forgot Username or Password?** Be sure to enter the email address you associated with the account, and you should receive link to reset in your email.
  - If you have an email address that you no longer have access to, please email [registration@cgrove417.org](mailto:registration@cgrove417.org) and provide your student's name, school, your name, and your email associated with the account if it is not the email you are sending from. Once your information has been verified, your email can be reset. Please allow 48 hours (M-F) for a return email.

# ENROLLMENT EXPRESS (FORMS)

On the left navigation screen, select **Forms**.



Select **Preferences** if you would like notifications when your Forms have been approved.

Enrollment

### Enroll Form Listing for Name, Fake Student

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

[Preferences](#)

Preferences

**Enable Parent Notifications**

Yes  No

User Selected Language: English

Save Cancel

Preferences

**Enable Parent Notifications**

Yes  No

**Notification Email**

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

User Selected Language: English

Save Cancel

This screen will show you the forms that will need to be entered/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.

New **Packet Progress Bar**

| Status    | Form Name                   | Form Description   | Category | Last Entry                   |
|-----------|-----------------------------|--|----------|------------------------------|
| Submitted | AN - Introduction           | Introduction   | New      | 06/18/2021<br>1:03:47<br>PM  |
| Submitted | BN - Consent for Disclosure | Consent for Disclosure form.                                   | New      | 06/18/2021<br>10:12:44<br>AM |
| Empty     | C - Student Demographics    | Collect all student demographics, such as name, preferred name | New      |                              |

Click the first link in blue. This will open the first form you need to complete. Please note that new students have different forms than returning students, so your tabs may look different.

The screenshot shows a navigation ribbon at the top with tabs for 'A - Demographics', 'B - Birth Verification', 'C - Residency Verification', 'D - Previous Enrollment and Records Release', and 'E - Academic History'. Below the ribbon is a 'Form ribbon' with a left arrow and the text 'There are 2 previous responses to this form.' followed by a right arrow and the text 'Archive header'. Below this is a paragraph of instructions: 'On this form you can enter the student's basic personal information, home address and mailing address if it is different. Please note Age is calculated based on the currently saved Date of Birth. If you submit a change to this date, it may take a few minutes to reflect this change.'

The 'Student Information' form contains the following fields:

- First Name \***: Input field containing 'Brittney'
- Last Name \***: Input field containing 'Kakac'
- Middle Name**: Empty input field
- Home Phone \***: Input field containing '1-555-555-2968'. A red arrow points to the field with the text 'Formatting hint'.
- DOB \***: Input field containing '01/20/2004' with a calendar icon to its right.
- Graduation Year**: Empty input field

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Ecollect Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.

Just below the Form Ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the \* icon are required fields. They must be filled out in order for the form to be submitted.

A form can have one of four statuses, indicated within the status column.

### Legend

**Icons** - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

The status of Empty indicates that the form has not yet been submitted; Submitted indicates that the form has been successfully submitted.

**Enrollment is complete once the Payment form and all preceding forms have been submitted (displaying a green leaf), and all forms are approved.**

### M - Payment

You can use this form to pay this student's outstanding balance, which includes this year's enrollment fee and any unpaid fees from previous school years. Submitted

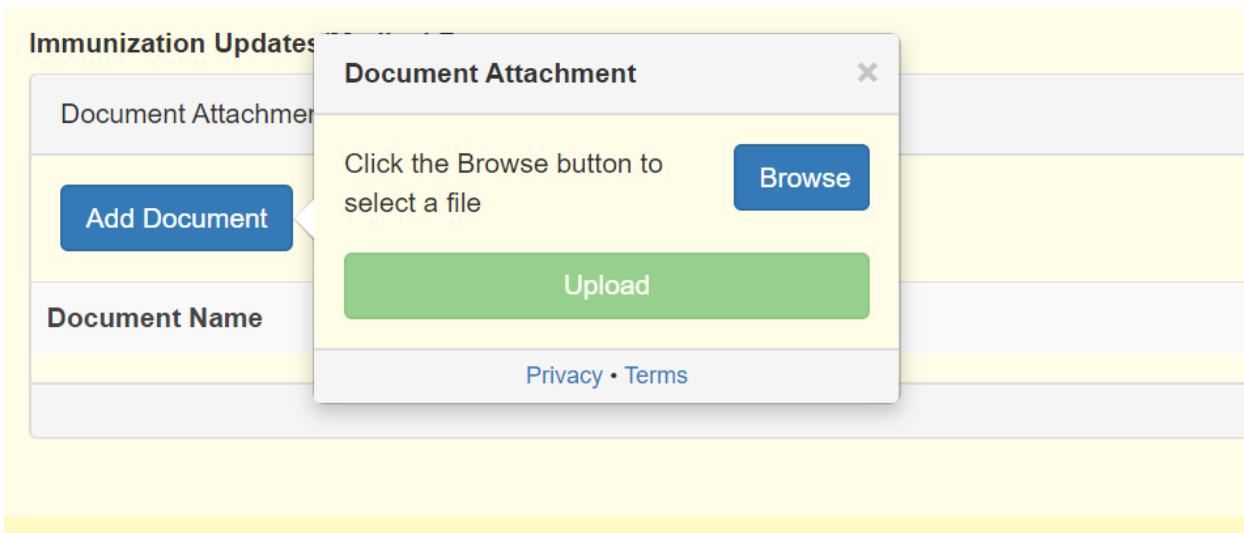
## UPLOAD A DOCUMENT INTO ENROLLMENT EXPRESS VIA COMPUTER

To upload a file into Enrollment Express (utility bills, birth certificates, guardian paperwork, etc.) you will need to follow the steps below:

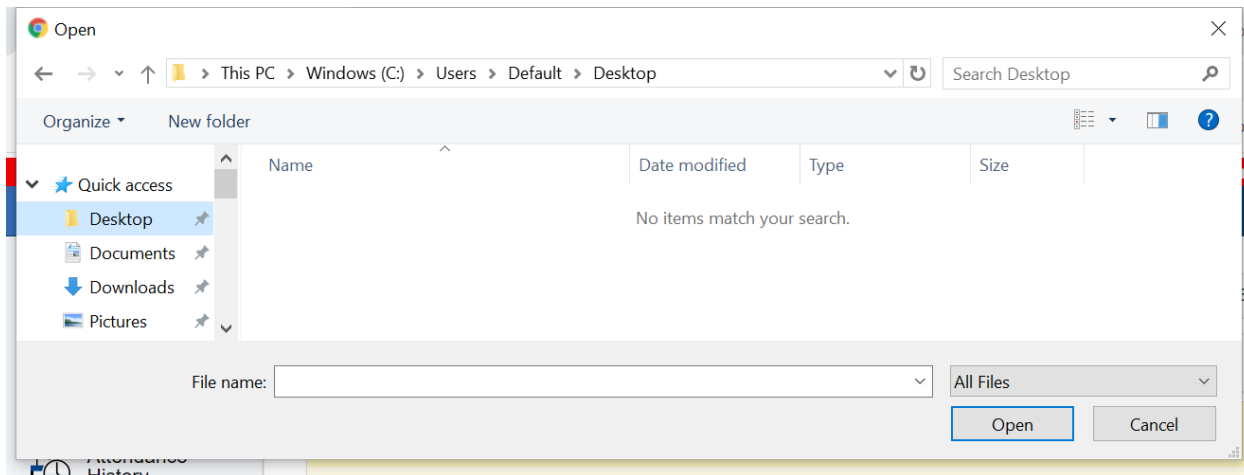
1. The document will need to be saved to a folder on your computer.
2. Click on ADD DOCUMENT.



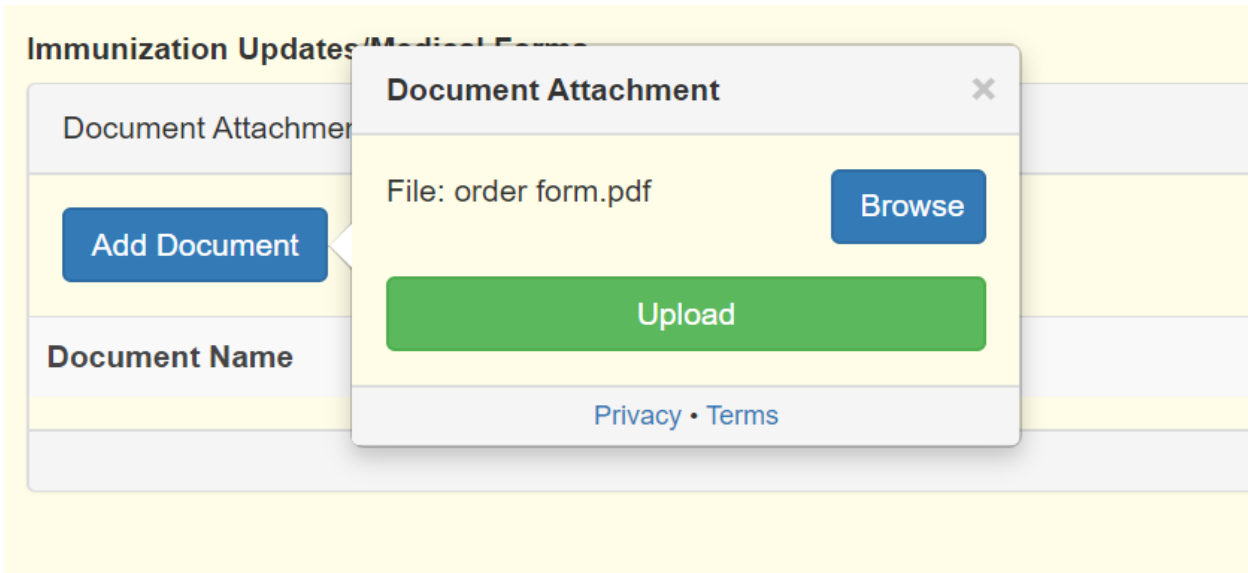
3. Click on BROWSE to search for your saved document on your computer.





4. Choose the document and click OPEN.



- Once you have attached the document the file name will show and you will then click on **UPLOAD**.



- The document will show under Document Name once you have successfully attached it. You will have to upload each document separately (5 MG Max)

| Document Attachment   |   |                        |
|---|---|------------------------|
| Document Name   | User  | Upload Date            |
|  order form.pdf  | <a href="https://pschool.bssd.net/oid/guardian/leighahring">https://pschool.bssd.net/oid/guardian/leighahring</a> | 07/30/2020 11:29:11 AM |

Privacy • Terms

## SAVE FOR LATER VS. SUBMIT

Save for Later

Submit ▲

### 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.

#### 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

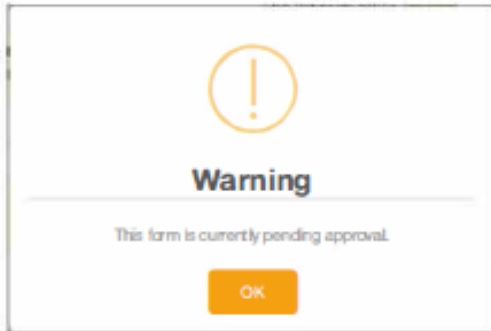
Save for Later


Submit ▲

# APPROVAL OF ENROLLMENT FORM


## APPROVAL

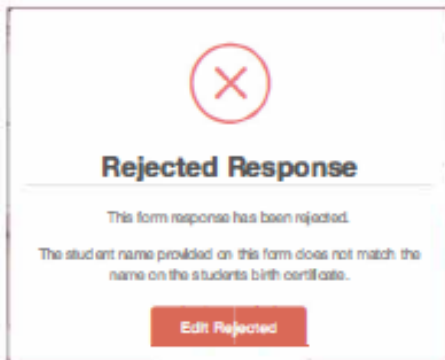
A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.



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 Ecollect Forms page, a pending form will have the status of  Pending and the row will be highlighted yellow.

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

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.