Johnstown-Monroe Local Schools New Student Enrollment Instructions

PLEASE NOTE ENROLLMENT IS A TWO-PART PROCESS CONSISTING OF PRE-REGISTRATION AND COMPLETION OF FORMS

Step I – Gather Required Documents

1. Proof of age – one (1) of the following documents:
    - Original birth record
    - Valid passport

2. Official Immunization records from physician's office.

3. Proof of residency from the list below:
    - Deed indicating ownership of property within the school district
    - Mortgage statement with parent/guardian's name and address of property
    - Current lease that includes the property owner, property address, term of the lease, name of lessee and a listing of tenants

4. Current major utility bill – showing the customer's name and service address matching the enrollment address

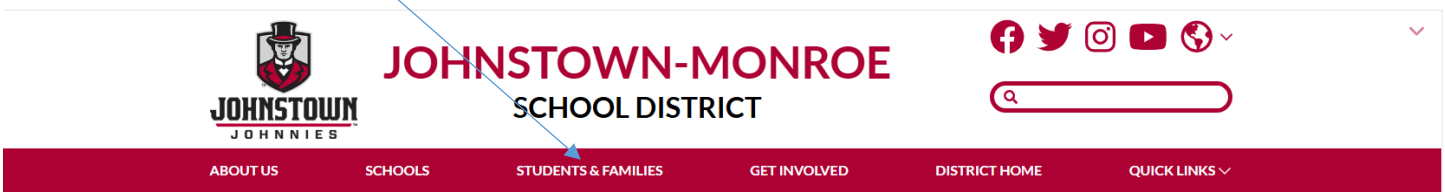
5. Parent photo identification

6. Custody paperwork – if student does not live with both birth parents
    - Official filed court documents showing custody and residential parent (*complete document*)

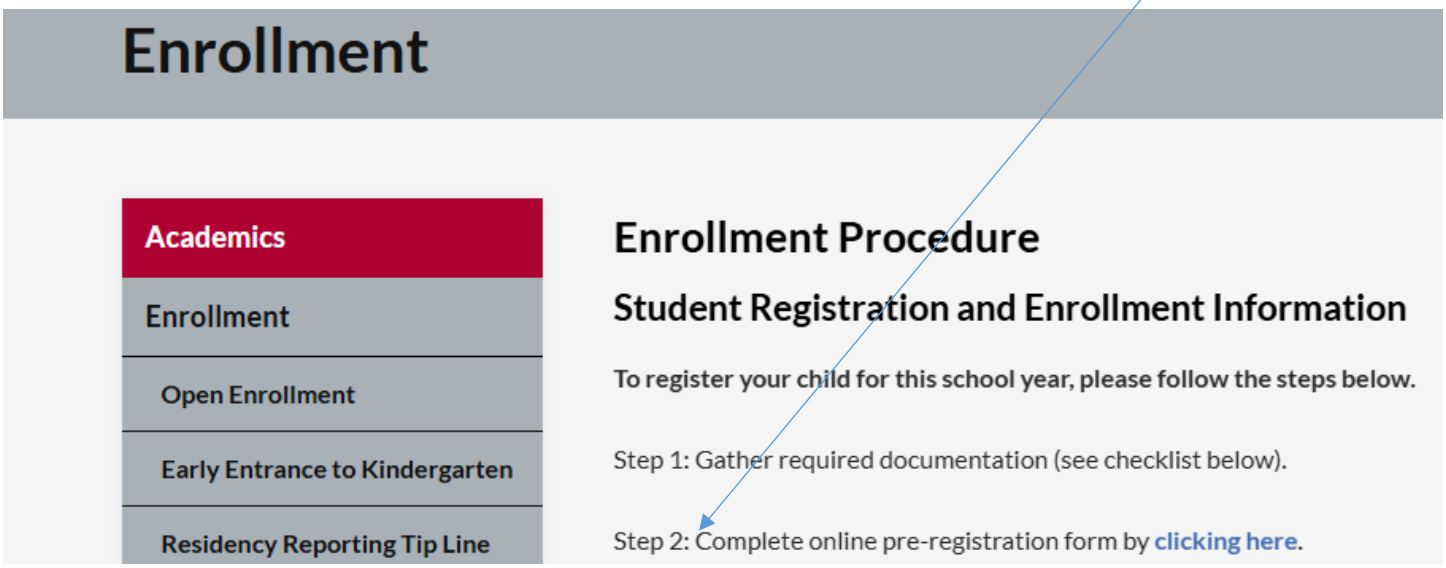
7. IEP/ETR/504 Plan information – if applicable

Step II – Pre-Registration

1. Open an internet browser and navigate to www.johnstown.k12.oh.us
2. Click on the **Students & Families** tab at the top of the screen and then the **Enroll My Student** link.



3. Navigate to the pre-registration form by clicking the link on the Enrollment page (Step 2) as pictured below.

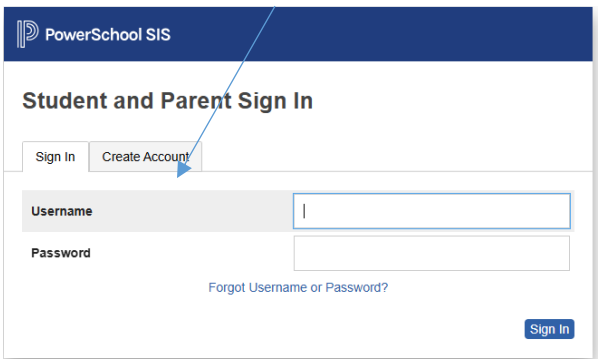


4. Complete the information on the Pre-Registration form. If your form submission is successful, you will receive an automated email from powerschool@jmk12.org. If you do not receive an email within a few minutes, please check your spam folder. **Please note, this is only information for pre-registration. You will receive a second email with instructions once your pre-registration form is approved by the school registrar. Your child will not be enrolled until all the enrollment forms are completed by following the steps below.**

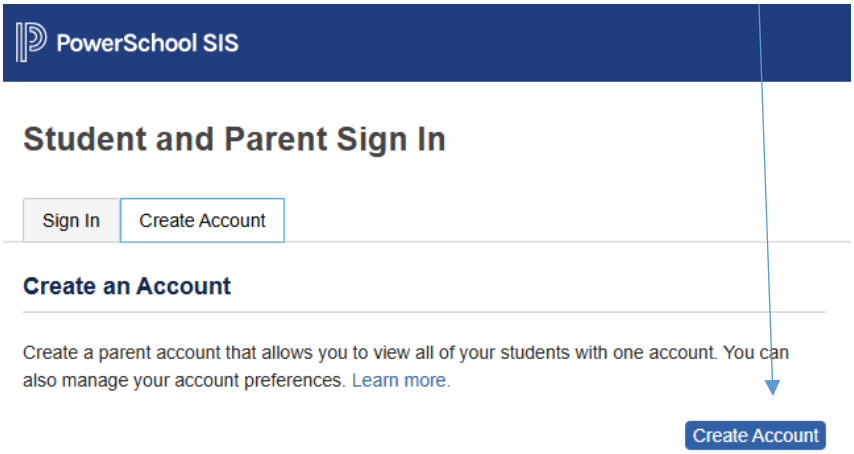
PLEASE NOTE: If you already have a Johnstown PowerSchool parent account (because you have older children in the district), please go to Step IV at the end of this document. If you do not already have a Johnstown PowerSchool parent account, proceed to Step III below.

Step III – Complete the Enrollment Process and Forms

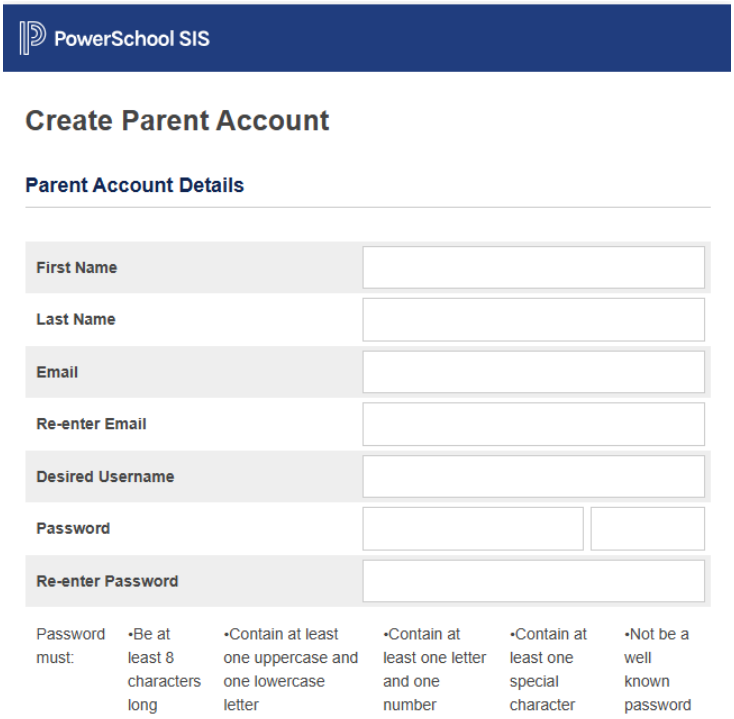
1. Once your pre-registration is approved by the registrar, you will receive an email from powerschool@jmk12.org with instructions and an Access ID and Password needed to create a PowerSchool Parent Account and complete the enrollment process.
2. Once you have received the email, open an internet browser and type: https://ps-jt.metasolutions.net/public/ in the address bar.
3. Click on **Create Account**



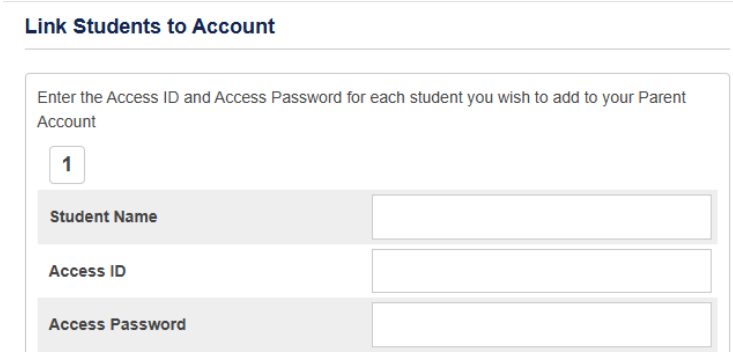
4. Click on the Create Account button at the bottom of the box.



5. Create the Parent Account. Type in your information into the fields provided. Create a parent Username and Password of your choice. It is important you keep your username and password secure.



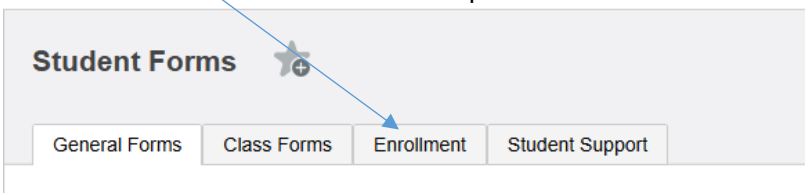
6. Link students to your newly created parent account using the Access ID and Access Password contained in the email received from registration@jmk12.org.



7. Click enter and you should see a message indicating that your account was created. You may need to log into your email account to verify your Parent Account.
8. Once your account is created, login with the username and password you created.

9. Click on the “Forms” icon on the left-hand side of the screen.

10. Select the “Enrollment” tab at the top.

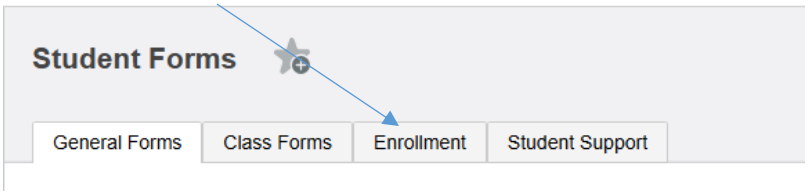


11. Complete Forms A-K. After each form, please click the “Submit” button to save your data and advance to the next form. **Please note** that any indicated document *must* be attached to the form before you can move to the next form.

Step IV

1. Log into your Johnstown PowerSchool parent account.
2. Depending on whether you are on the PowerSchool App or using your browser, you will either see “Site Map” or “Account Preferences.” You will then have the option to “Add a Student” using the information contained in the Registration email.
3. Click on the “Forms” icon on the left-hand side of the screen.

4. Select the “Enrollment” tab at the top.



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