

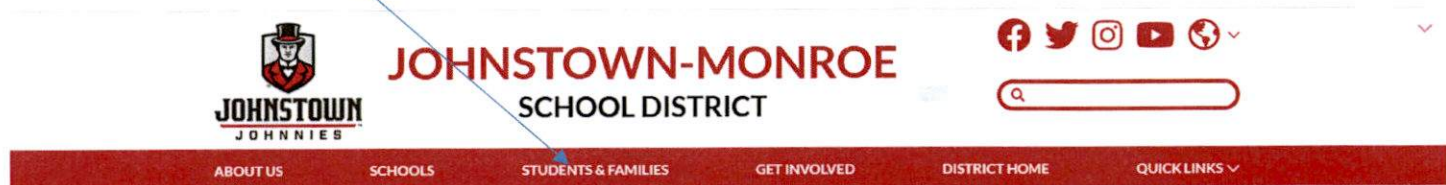
Johnstown-Monroe Local Schools New Student Enrollment Instructions
PLEASE NOTE ENROLLMENT IS A TWO-PART PROCESS CONSISTING OF PRE-REGISTRATION AND COMPLETION OF FORMS

Step I - Gather Required Documents

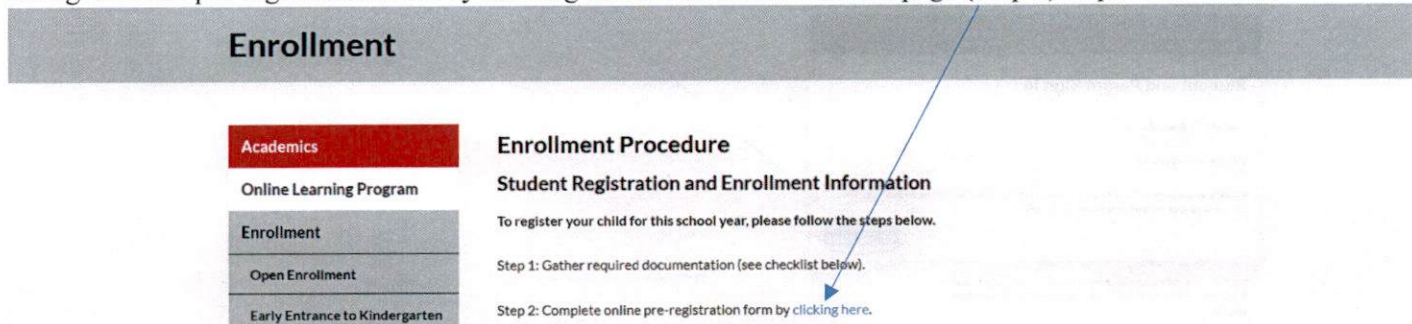
1. Proof of Age – one (1) of the following documents
 - a. Original birth record
 - b. Valid passport
2. Official immunizations record from physician’s office.
3. Proof of residency from the list below – Please note that a current major utility bill is required showing the customer’s name and service address matching the enrollment address. The utility bill must accompany the other listed proof of residency requirements listed below.
 - a. Deed indicating ownership of property within the school district
 - b. Mortgage statement with parent/guardian's name and address of property
 - c. Current lease that includes the property owner, property address, term of the lease, name of lessee and a listing of tenants
4. Custody paperwork – if student does not live with both birth parents.
 - a. Official filed court documents showing custody and residential parent (complete document)
5. IEP/ETR/504 Plan information – if applicable
6. Parent photo identification

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.



- Complete the information on the Pre-Registration form. If your form submission is successful, you will receive an automated email from powerschool.@k12.state.us. 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.

The screenshot shows a 'Pre-Registration Form' with the following sections:

- Student Information:** First Name, Last Name, Home Phone, SOE (dropdown), Gender (dropdown), Birthdate, and Birthplace.
- Household Information:** Home, City, State, and Zip.
- User Information:** Email, Email Type (dropdown), and City State (dropdown).

A blue arrow points from the text in step 4 to the 'Pre-Registration Form' title.

Step III – Complete the Enrollment Process and Forms

- Once your pre-registration is approved by the registrar, you will receive an email from PowerSchool with instructions and an Access ID and Password needed to complete the enrollment process. The email with instructions will come from powerschool@k12.state.us. If you do not receive an email within a few minutes, please check your spam folder.
- Once you have the email from PowerSchool, open an internet browser and type <http://johnstown.powerschool.com/public> in the address bar.
- Click on **Create Account**

The screenshot shows the 'PowerSchool SIS' login page. It has a header 'Student and Parent Sign In' and two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. Below the buttons are fields for 'Username' and 'Password', and a link for 'Forgot Username or Password?'. A 'Sign In' button is at the bottom right. At the bottom, there is copyright information and a 'Privacy Policy' link.

- Click on the **Create Account** button at the bottom of the box.

The screenshot shows the 'PowerSchool SIS' 'Create an Account' page. It has a header 'Student and Parent Sign In' and two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. Below the buttons is a section titled 'Create an Account' with the text: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.' At the bottom, there is copyright information and a 'Privacy Policy' link.

5. Create the Parent Account. Type in your First Name, Last Name and Email address in the fields provided. Create a parent Username and Password of your choice. It is important you keep your username and password secure. Enter your students full name, Access ID and Password that you received in the automated email.

6. 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 Portal account.**
7. Once your account is created, login with the username and password you created.
8. Click on the **Forms** icon on the left-hand side of the screen.
9. Select the **Enrollment** tab at the top.



Forms

10. Complete **forms A through K**. After each section, please click the Submit button to save your data and advance to the next section. If the form submission was successful, a pop-up window will open thanking you for the submission.

Enroll Form Listing for Test 4, Test 4

Your preferences haven't been configured.
To see forms if and how you'd receive notifications for forms, please use the button below to see your preferences.

General Forms | Class Forms | Enrollment | Student Support

New Student Registration

Form ID	Form Name	Status
A	Student Demographics	Empty
B	Student Address	Empty
C	Previous School/Special Services	Empty
D	Student Contacts	Empty
E	Free and Reduced Price Lunch	Empty
F	McKinney-Vento Act	Empty
G	Migrant Worker Questionnaire	Empty
H	Home Language	Empty
I	Medical	Empty
J	Transportation	Empty
K	Agreements	Empty

11. If you are not able to upload the required documentation in the Parent Portal, please send copies of documents to: registrationdocuments@jmk12.org.