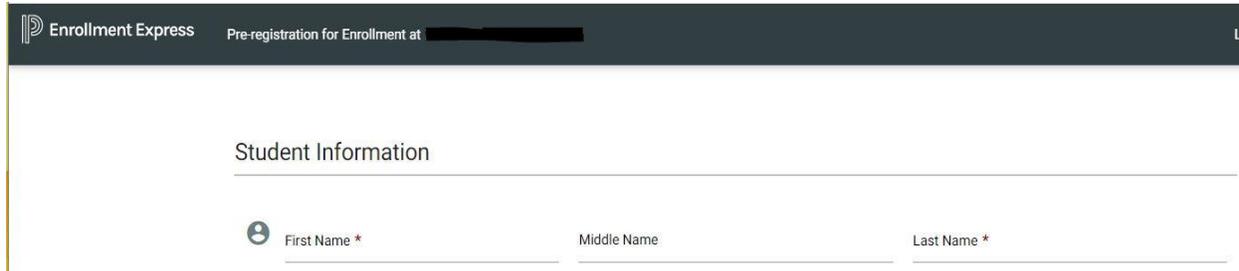


Enrolling a New Student

NEW STUDENTS - Navigate to the enrollment website at collect.accelaschool.com/foresthills

Please review the SAMPLE directions below:

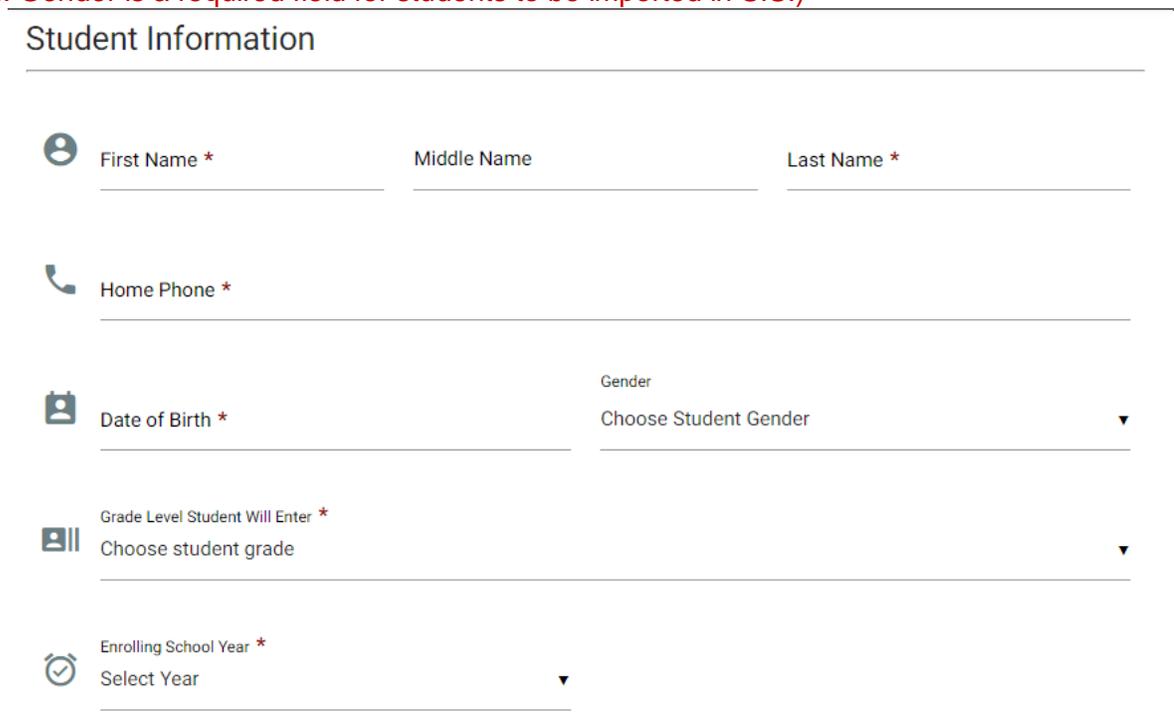


The screenshot shows the top navigation bar with the logo and text "Enrollment Express" and "Pre-registration for Enrollment at [redacted]". Below the navigation bar is a section titled "Student Information" with a horizontal line. Underneath, there are three input fields: "First Name *" with a person icon, "Middle Name", and "Last Name *" with a person icon.

Pre-Registration Process

Fill in all fields. Required fields are noted with an asterisk. *

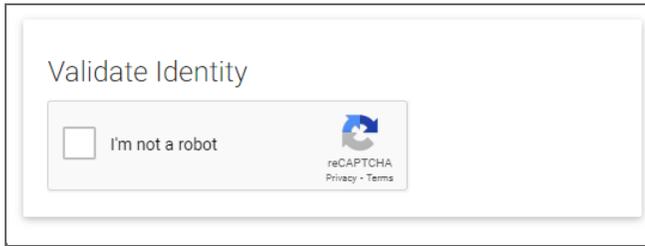
(NOTE: Gender is a required field for students to be imported in SIS.)



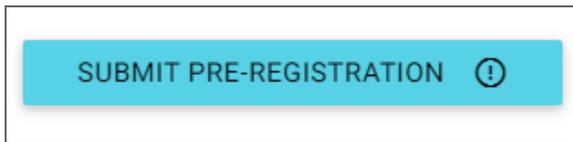
The screenshot shows the "Student Information" form with the following fields:

- First Name *** (with person icon)
- Middle Name**
- Last Name *** (with person icon)
- Home Phone *** (with phone icon)
- Date of Birth *** (with calendar icon)
- Gender** (dropdown menu with "Choose Student Gender" selected)
- Grade Level Student Will Enter *** (with person icon and "Choose student grade" selected)
- Enrolling School Year *** (with clock icon and "Select Year" selected)

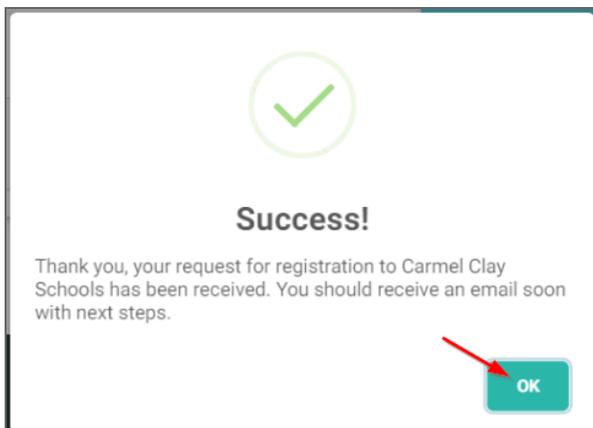
After all information has been completed, validate your identity by checking the “I’m not a robot” box.



Select Submit **Pre-Registration**



A confirmation message will appear on the screen. Select **OK**.



If you have another student to pre-enroll, select **Enroll Another**. The student information from the previous pre-enrollment will be cleared allowing space for the second student.



After all information has been entered, select **Submit Pre-Registration** for the additional student. Continue until all students have been pre-registered.

After your pre-registration has been approved by the school personnel, you will receive an email with access information and instructions on how to create a parent account and complete the enrollment request for your student(s). **Please check your junk/spam folder for email** if it seems to be taking a while to receive. If you are still not seeing it you might need to reach out to your carrier to see if they have blocked the email for some reason. **Do not pre-register your student again.**

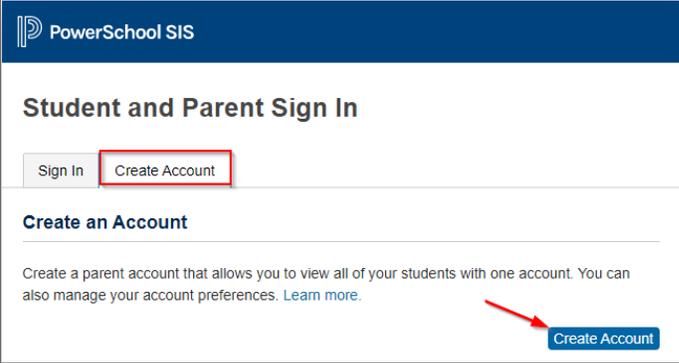
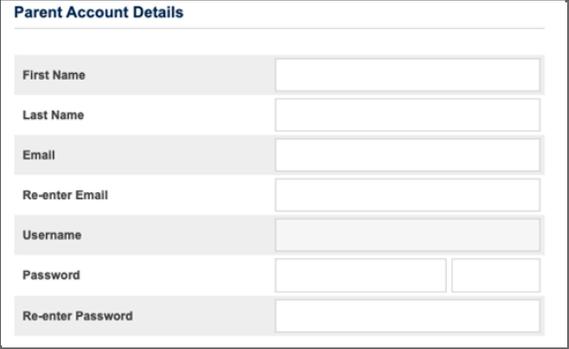
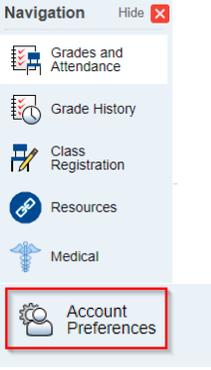
Enrollment Process

Complete all steps:

1. Set up a new Parent Portal account
or
1. Add a student to an existing Parent Portal account
2. Complete the Enrollment forms
3. Upload documentation

Step 1: Create a new Parent Portal account or Add a Student to an Existing Parent Portal Account

Click the link within the email to either create a parent portal account or add an additional student to an existing parent portal account. Alternatively, navigate to the portal via SIS address.

Create a New Parent Portal Account	Add a Student to an Existing Parent Portal Account
<p>Choose Create Account from the Student and Parent Sign In Screen</p> 	<p>Sign in with the previously established username and password.</p> 
<p>Fill in the details to set up a Parent Account. The email address will automatically populate in the Username field.</p> 	<p>After signing in, go to Account Preferences in the Navigation bar on the bottom left.</p> 

Multiple students can be linked using individual Access IDs and Access Passwords. Multiple students can be added at this time.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.

From the Account Preferences screen the student can be added using the Access ID and Access Password included in the email

Account Preferences - Students

Profile **Students**

Add Student

Student Access Information

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

Select the student name in the blue bar at the top of the screen to begin enrollment.

 **PowerSchool SIS** Parent Portal

Student

Navigation Hide

 Forms

Enrollment

Enroll Form Listing for Test, Student A

Student Number: Grade Level: 3

Step 2: Complete the Enrollment Forms

Complete each required form by selecting the form name.

Enrollment			
Status	Form Name	Form Description	Category
 Empty	01 - Student Demographics		Enrollment
 Empty	02 - Birth Verification		Enrollment
 Empty	03 - Address		Enrollment
 Empty	04 - Parent/Guardians		Enrollment
 Empty	05 - Emergency Contacts		Enrollment
 Empty	06 - Health and Medical		Enrollment
 Empty	07 - Medical History		Enrollment
 Empty	08 - Health Acknowledgements		Enrollment
 Empty	09 - Previous Enrollment		Enrollment
 Empty	10 - Student Services History		Enrollment
 Empty	11 - Forms and Permissions		Enrollment
 Empty	12 - Acknowledgement of Completion		Enrollment

Forms will be listed across the top of the page in tabs. Continue until all forms have all been filled out.



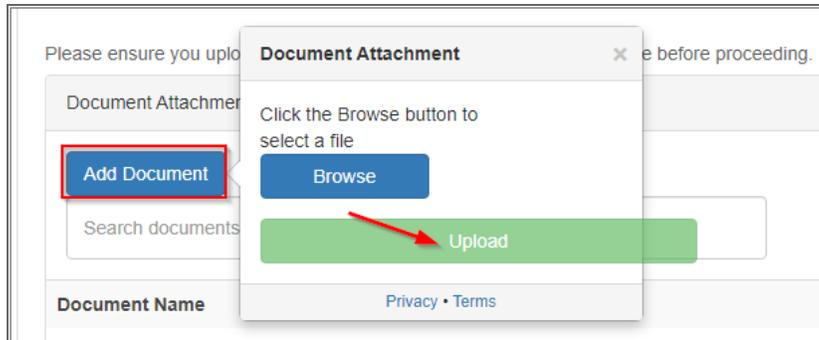
◀ Student Demographics 02 - Birth Verification 03 - Address 04 - Parent/Guardians 05 - Emergency Contacts 06 - Health and Medical 07 - Medical History 0 ▶

There are no previous responses to this form.

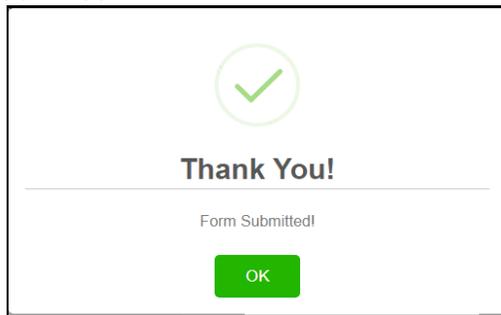
01 - Student Demographics 

Step 3: Uploading Documentation

Upload documents by selecting **Add Document**. Select file you wish to upload and select **Upload**.



After all forms have been filled out and submitted a message displays indicating the forms have been submitted.



Once all forms have been accepted by the school you will receive an email from the school confirming the exact start date and additional school specific information.