

# **ENGAGE. EDUCATE. EMPOWER.**

## **Registration Information 2019-2020**

- **Returning Students:** Parent/Guardians who need assistance with registering or wish to come into the schools, for returning students, will be on August 6, 2019 from 12 (NOON)PM – 6:00 PM at all schools.
- **New Students to NNSC:** August 7, 2019 at each elementary school from 8:00 AM – 3:00 PM. Students new to North Newton Junior-Senior High School will need to make an appointment by calling 219-285-2252.
- **Out of District:** If you, or someone you know wishes to transfer to NNSC, please contact Mrs. Miller at 219-285-2228.
- **Communication:** Information will be sent out via email, posted on our website ([www.nn.k12.in.us](http://www.nn.k12.in.us)), our own Smartphone APP, Facebook, Twitter and Instagram.
- **Online registration:** This will be open from July 29, 2019 through August 5, 2019.

### Powerschool Registration

- Please log into your parent account that was created last year during registration. You will see a link on the bottom left called Powerschool Registration. Click on that and fill out the form or make any changes to existing data, as necessary. Attached PS Registration Login guide.

### Registration Fees

-To pay for textbook rental there are two options: 1) Log into Powerschool Parent Portal and select the student you wish to pay fees. Click on student balances option and after the list of fees click on submit payment. This option MUST be done using a computer with the Mozilla Firefox web browser. No other browsers are supported by our textbook rental software. 2) Pay in person during registration.

### iPad Insurance - Grades K- 12 (Due September 14, 2019 or before)

- Insurance program information and cost for the 2019-2020 school year will be provided at a later date.

\*If you have technology related questions, please contact: [helpdesk@laffoonandassociates.com](mailto:helpdesk@laffoonandassociates.com)

\*\*If you have Power School or other questions, please contact the school.



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Dr. Robert Boyd,  
Interim Superintendent

## PowerSchool Registration Family Access

In order to ensure that families are properly accessing PowerSchool Registration from the Parent Portal, we have put together a workflow that should provide a base line of steps needed in order to access and successfully submit a registration form.

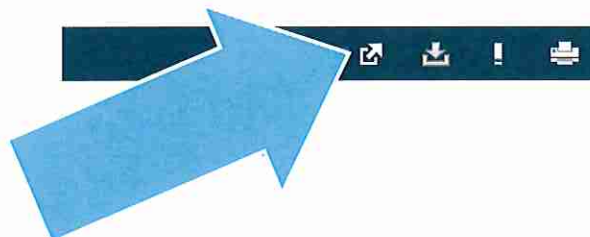
The first step that needs to be taken when accessing PowerSchool Registration is to log in to PowerSchool with the Parent Portal log in information.

A screenshot of the PowerSchool login page. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Sign In" button is selected. Below the buttons, there are two input fields: "Username" with the value "DemoParent" and "Password" with masked characters ".....". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

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Once logged in, there are 2 separate options to use in order to access PowerSchool Registration. The first method families may use is to select the "Applications" icon in the top right hand corner of the Parent Portal. This will then take you to the PowerSchool Registration page.

Welcome, **Parent Demo** | [Help](#) | [Sign Out](#)



The second method in which families can access PowerSchool Registration is by selecting the PowerSchool Registration option on the bottom left hand corner of the Parent Portal page.

The screenshot shows the 'Navigation' sidebar on the left with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, InfoSnap Registration, InfoSnap Student Registration, InfoSnap Year-Round Update, InfoSnap Year-Round Update (Spanish), InfoSnap Year-Round Update (Spanish 2), and PowerSchool Registration. A large blue arrow points to the 'PowerSchool Registration' option at the bottom.

Once families have selected the PowerSchool Registration icon, they will be taken to a page to select the registration they would like to access. This page will display the appropriate form for the family, depending on whether the student is New or Existing.

The screenshot shows the 'PowerSchool Registration' page header with navigation links: 'PowerSchool Registration', 'InfoSnap PowerSchool Instance', and 'Dashboard'. Below the header, a welcome message reads: 'Welcome to InfoSnap forms! InfoSnap PowerSchool Instance requests that you provide and maintain up to date information so that they may effectively communicate with you. Begin by selecting from the below option(s)'. The user name 'Barb ThreeTime' is displayed. A card for 'Annual Student Registration Form' is shown with the status 'Ready to Start' and a 'Start Form' button.

After selecting "Start Form", families will be directed to the form that needs to be completed. They should then fill out all required information within the form, as well as any other applicable information. Once the family has completed the form, they should scroll to the bottom of the screen and select the "Submit Form" option. After this process is complete, families should be directed to log out of their Parent Portal account in order to ensure their information remains secure.

Med Alert Description

Allergic to Peanuts - Contact School Nurse Immediately if ingested

Med Alert expires

NEVER\_EXPIRES

YYY-MM-DD

**Submit**

You are almost finished!

**Important:** Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes.

Submit Form