## **Amherst Online Returning Student Registration Directions**

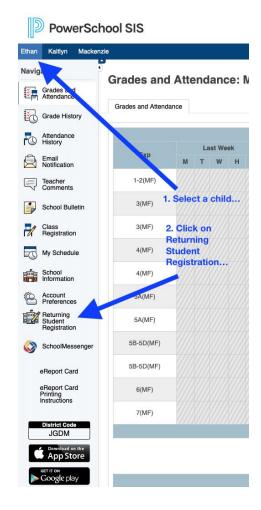
**Step 1.** Log into your **PowerSchool Parent Portal** account at https://psam.nccohio.org/public/ or navigate to www.amherstk12.org website click on the "Parents and Students" tab then click on *PowerSchool Login*:

Sign In Create	Account		
sername			
assword			
	Forgot Username or Pa	assword?	

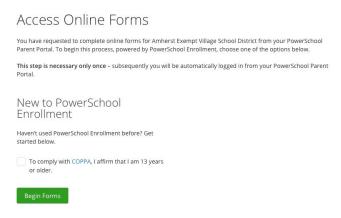
**Step 2.** Select a student from the top left tab on the PowerSchool Parent Portal dashboard and then click on the *Returning Student Registration* link in the left menu.

\*REMINDER: This online process replaces the use of paper forms. At the beginning of each school year, a parent or legal guardian of each student enrolled in the Amherst Schools will use the *Returning Student Registration* link in their PowerSchool Parent Portal to submit each student's information.

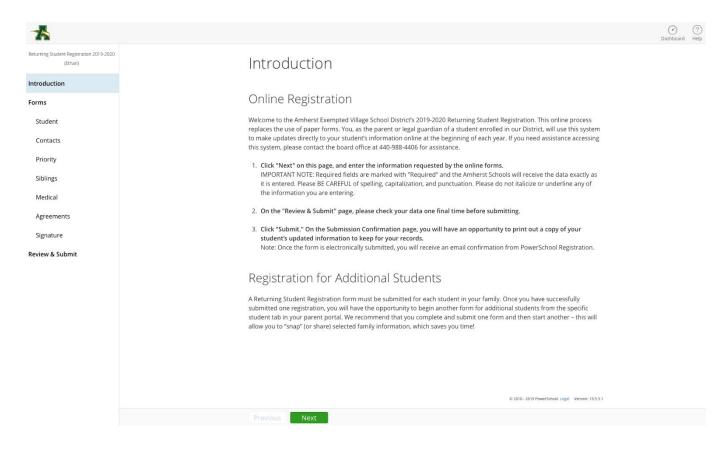
\*NOTE: Students may have multiple Parent Portal accounts for parents, guardians, and/or family members. The parent or guardian who begins the Returning Student Registration process is the only person who can finish and submit the form.



**Step 3.** If it is your first time using PowerSchool Enrollment, you may be asked to comply with the **Children's Online Privacy Protection Act (COPPA)**. Check the box to comply and click on *Begin Forms*.



**Step 4.** You are now ready to enter your student's information for the new school year! Read the **Introduction** page and click on *Next* to begin the form. The Amherst Schools will receive the data <u>exactly</u> as it is entered. Please BE CAREFUL of spelling, capitalization, and punctuation.



\*REMINDER: Before you begin the Returning Student Registration form, please have your child's **medical information** (doctor + phone, dentist + phone, allergies, medications, insurance, etc.), **emergency contact information** (names, phone numbers, addresses, and emails), and **sibling information** (if attending Amherst Schools).

**Step 5.** When you have completed the Returning Student Registration form and entered all of the required fields, click "Submit." On the Submission Confirmation page, you will have an opportunity to print out a copy of your student's updated information to keep for your records.

\*IMPORTANT NOTE: Close the window when finished. Do not click on the Dashboard or any links!

## Returning Student Registration 2019-2020

## Next Steps Click on "Completed Form" to Print a Copy

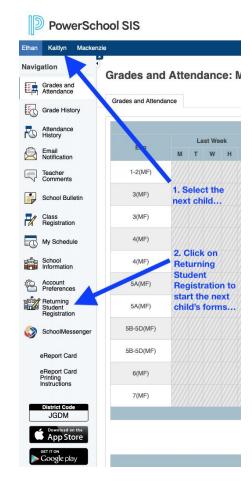
- Print a copy of the Completed Form for your records (optional)
  Now that you've submitted your Returning Student Registration you must contact the school to make any adjustments.
- 2. **Complete a Returning Student Registration for another student (if applicable)**. Return to your PowerSchool Parent Portal and select the Returning Student Registration for each child attending Amherst Exempted Village School District. (If you wish to copy the data from one student to another, choose the IMPORT option when prompted.)

## Step 6. ADDITIONAL STUDENTS - If you have more than one student enrolled in the Amherst Schools, return to your PowerSchool Parent Portal account dashboard.

Complete a Returning Student Registration form for each student by selecting the next student in the top left corner and click the *Returning Student Registration* link. Repeat this action for each additional student enrolled in the Amherst Schools.

If you wish to copy the data from one student to another, choose the IMPORT option when prompted (see below).





If you need any assistance, please call your child's school office or the Board of Education at 440-988-4406!