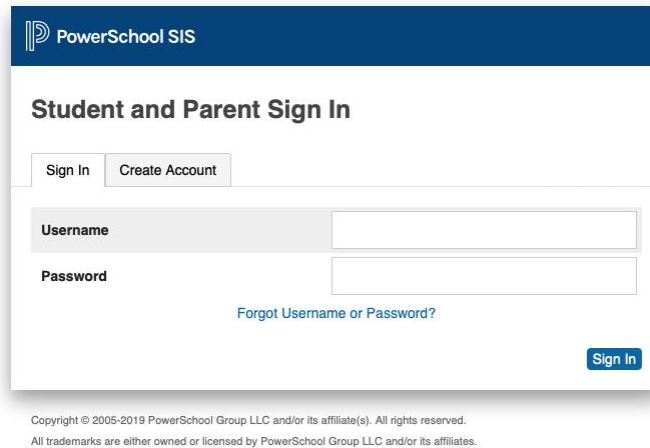


Amherst Online Returning Student Registration Directions

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*:

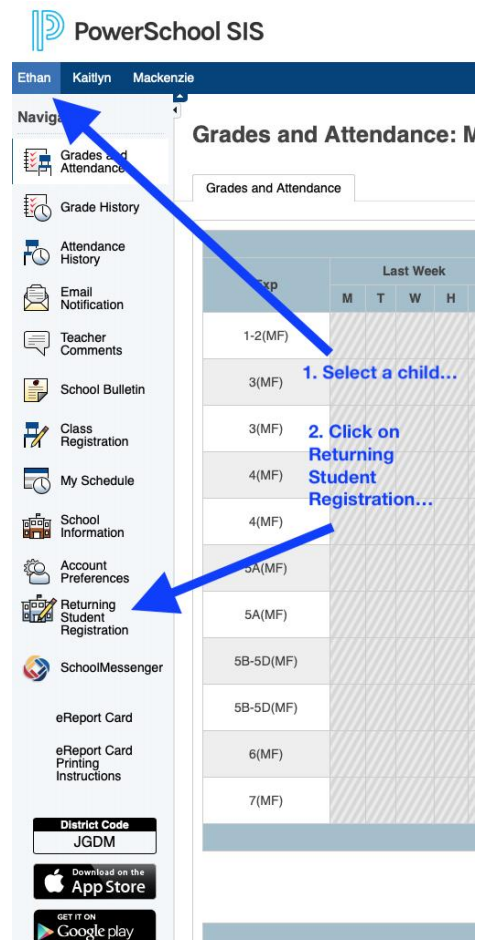


The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Sign In' button is active. Below these buttons are two input fields: 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign in' button is at the bottom right. At the bottom of the page, there is a copyright notice: 'Copyright © 2005-2019 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

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.



The screenshot shows the PowerSchool SIS dashboard. At the top, there is a blue header with the PowerSchool SIS logo and the names of the students: Ethan, Kaitlyn, and Mackenzie. Below the header, there is a navigation menu on the left and a main content area on the right. The navigation menu includes links for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Account Preferences, Returning Student Registration, and SchoolMessenger. The main content area shows 'Grades and Attendance: M' and a table with columns for 'Last Week' (M, T, W, H) and rows for different grade levels (1-2(MF), 3(MF), 4(MF), 4(MF), 5A(MF), 5A(MF), 5B-5D(MF), 5B-5D(MF), 6(MF), 7(MF)). Two blue arrows point to the 'Returning Student Registration' link in the navigation menu and the '1. Select a child...' link in the main content area. The '2. Click on Returning Student Registration...' link is also visible in the main content area.

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*.

Access Online Forms

You have requested to complete online forms for Amherst Exempt Village School District from your PowerSchool Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

This step is necessary only once – subsequently you will be automatically logged in from your PowerSchool Parent Portal.

New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

To comply with COPPA, I affirm that I am 13 years or older.

[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 exactly as it is entered. Please BE CAREFUL of spelling, capitalization, and punctuation.

The screenshot shows the 'Introduction' page of the PowerSchool Enrollment system. At the top left, there is a logo and the text 'Returning Student Registration 2019-2020 (Ethan)'. On the right side, there are links for 'Dashboard' and 'Help'. The main content area is titled 'Introduction' and 'Online Registration'. It includes a welcome message and a list of instructions for users. A sidebar on the left contains navigation links: 'Introduction', 'Forms', 'Student', 'Contacts', 'Priority', 'Siblings', 'Medical', 'Agreements', 'Signature', and 'Review & Submit'. At the bottom, there are 'Previous' and 'Next' buttons. The footer contains the copyright information: '© 2010 - 2019 PowerSchool, Legal Version: 19.5.3.1'.

Returning Student Registration 2019-2020 (Ethan)

Dashboard Help

Introduction

Online Registration

Welcome to the Amherst Exempted Village School District's 2019-2020 Returning Student Registration. This online process replaces the use of paper forms. You, as the parent or legal guardian of a student enrolled in our District, will use this system to make updates directly to your student's information online at the beginning of each year. If you need assistance accessing this system, please contact the board office at 440-988-4406 for assistance.

1. Click "Next" on this page, and enter the information requested by the online forms.
IMPORTANT NOTE: Required fields are marked with "Required" and the Amherst Schools will receive the data exactly as it is entered. Please BE CAREFUL of spelling, capitalization, and punctuation. Please do not italicize or underline any of the information you are entering.
2. On the "Review & Submit" page, please check your data one final time before submitting.
3. 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.
Note: Once the form is electronically submitted, you will receive an email confirmation from PowerSchool Registration.

Registration for Additional Students

A Returning Student Registration form must be submitted for each student in your family. Once you have successfully submitted one registration, you will have the opportunity to begin another form for additional students from the specific student tab in your parent portal. We recommend that you complete and submit one form and then start another – this will allow you to "snap" (or share) selected family information, which saves you time!

© 2010 - 2019 PowerSchool, Legal Version: 19.5.3.1

[Previous](#) [Next](#)

***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 **transportation information** (Bus, Car, Walker, After School).

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!

Next Steps

Click on "Completed Form" to Print a Copy



1. 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.

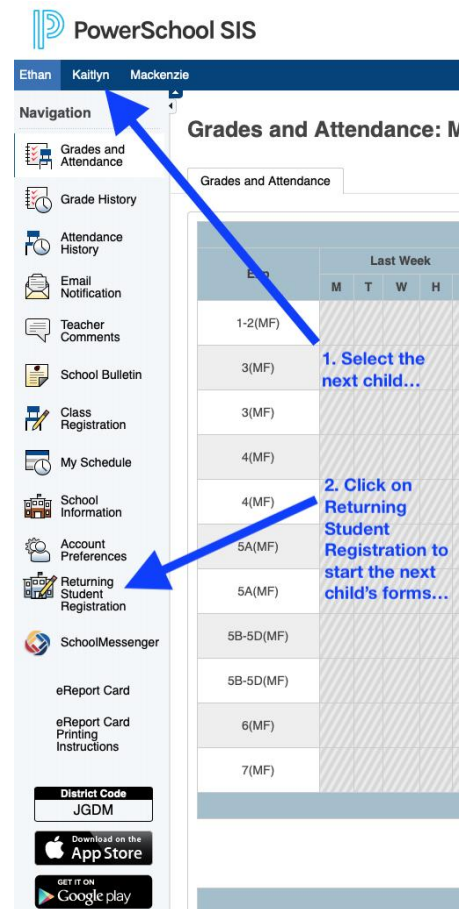
If you wish to copy the data from one student to another, choose the IMPORT option when prompted (see below).

Returning Student Registration

You've already submitted this form for Kaitlyn. Would you like to import the relevant information to save time?

- Import
 Start from Scratch

Continue



PowerSchool SIS

Ethan Kaitlyn Mackenzie

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration
- SchoolMessenger

eReport Card

eReport Card Printing Instructions

District Code: JGDM

Download on the App Store

GET IT ON Google play

Grades and Attendance: M

Grades and Attendance

Ethan	Last Week			
	M	T	W	H
1-2(MF)				
3(MF)				
4(MF)				
4(MF)				
5A(MF)				
5A(MF)				
5B-5D(MF)				
5B-5D(MF)				
6(MF)				
7(MF)				

1. Select the next child...

2. Click on Returning Student Registration to start the next child's forms...

If you need any assistance, please call your child's school office!