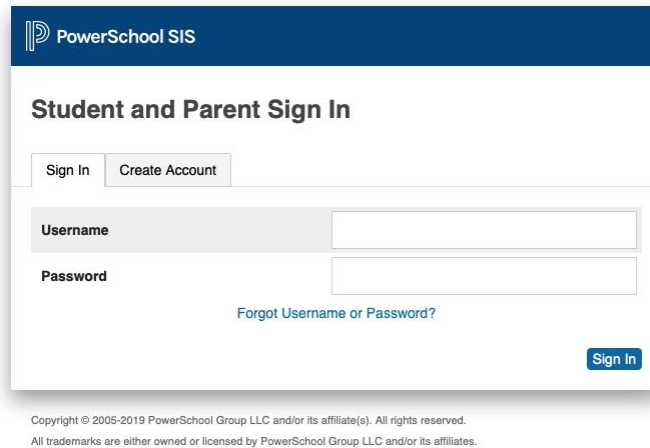


Amherst Online Returning Student Registration Directions

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*:

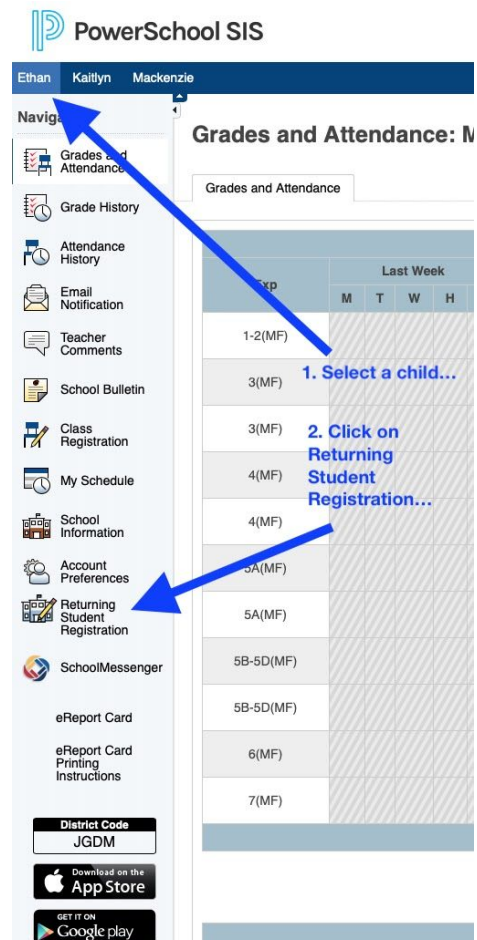


The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS system. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The main area contains two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right, there is a blue 'Sign In' button. At the very bottom, there is a small 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 three students: Ethan, Kaitlyn, and Mackenzie. Below the header, there is a navigation menu on the left side. A blue arrow points to the 'Returning Student Registration' link in the navigation menu. Another blue arrow points to the '1. Select a child...' link in the 'Grades and Attendance' section. A third blue arrow points to the '2. Click on Returning Student Registration...' link in the same section. The 'Grades and Attendance' section shows 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)). At the bottom, there are buttons for 'District Code' (JGDM), 'Download on the App Store', and 'GET IT ON Google play'.

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.

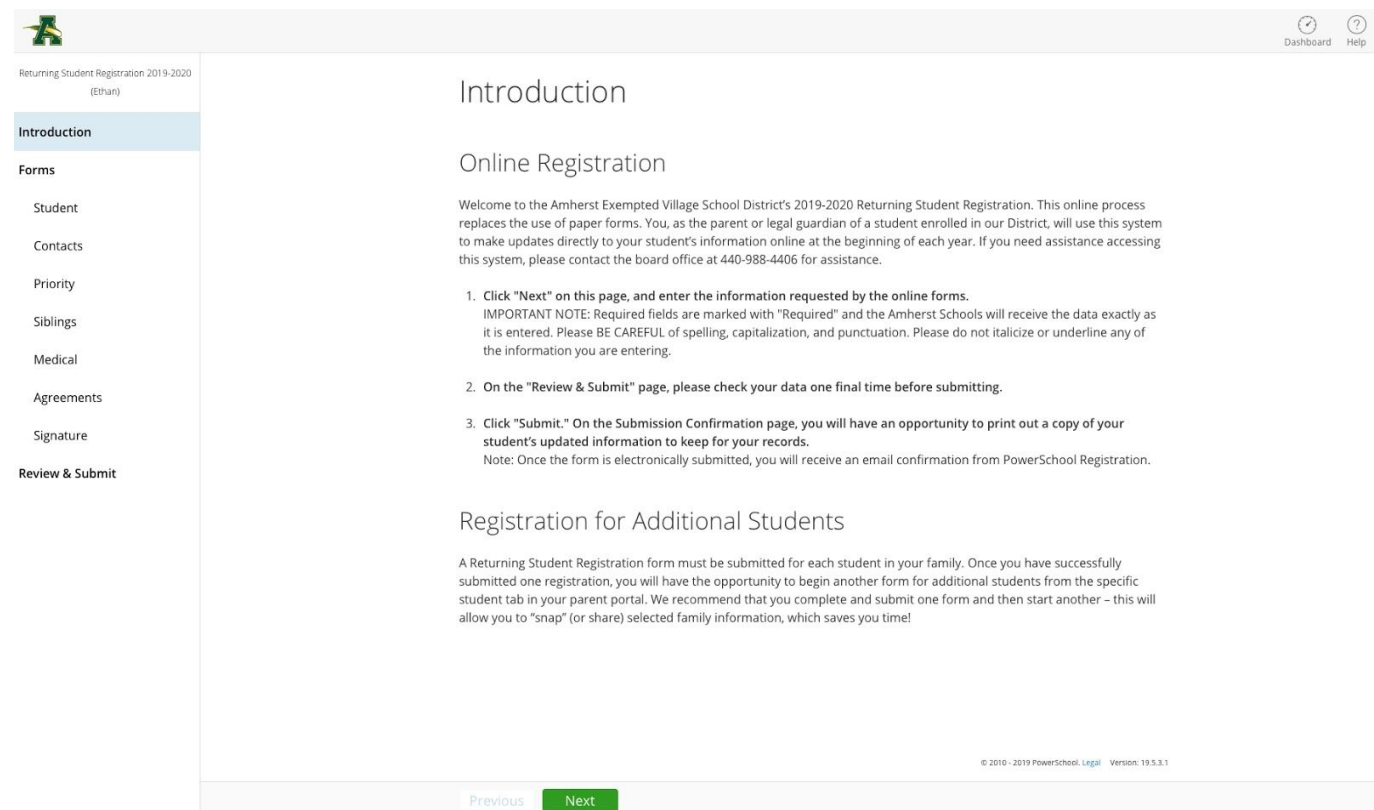
New to PowerSchool Enrollment

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 of the header, there are icons for 'Dashboard' and 'Help'. A left-hand navigation menu lists various sections: 'Introduction' (highlighted), 'Forms', 'Student', 'Contacts', 'Priority', 'Siblings', 'Medical', 'Agreements', 'Signature', and 'Review & Submit'. The main content area is titled 'Introduction' and 'Online Registration'. It contains a welcome message, an important note about data accuracy, and three numbered steps for the registration process. Below this, there is a section for 'Registration for Additional Students' with a brief explanation. At the bottom of the page, there are 'Previous' and 'Next' buttons, and a small copyright notice: '© 2010 - 2019 PowerSchool, Legal Version: 19.5.3.1'.

***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 2020-2021

Next Steps



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

Last Week	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)				

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