

## Returning Student Enrollment Verification 2019-2020

Parents must use their parent portal account to re-enroll their student for the next school year. If you have not set up your account, you will need the access ID and password printed out from the school office. Then follow the directions below for creating an account.

Go to [www.Richlandone.org](http://www.Richlandone.org)

If this is the **first time**, you will need to set up the account using the access ID and password provided by the school. Click **Create Account tab** and follow the directions. After it is created, and you are logged in to the account, look on the bottom of the left side tool for the **Returning Student Enrollment Verification icon**. Click to open the program and complete the form.

If you have already been using your account, look for the **PowerSchool Parent Portal link** and sign into your account. On the bottom of the left side tool bar is the **Returning Student Enrollment Verification icon**, click to open the program and complete the form.

Please update all of the student's personal information. Please contact the school if you have moved to provide documentation to change your address. If you do not provide documentation, your address will not be changed even if you change it on the form.

All information will be transferred to the student's contact pages over the summer.