

## Parents: How to Access the 2018-19 Returning Student Enrollment Verification Form


For the 2018-19 school year, parents/guardians of all currently enrolled Richland School District One students are asked to complete a “Returning Student Enrollment Verification” form online. The form will be available through a link in the PowerSchool Parent Portal beginning on May 1, 2018.

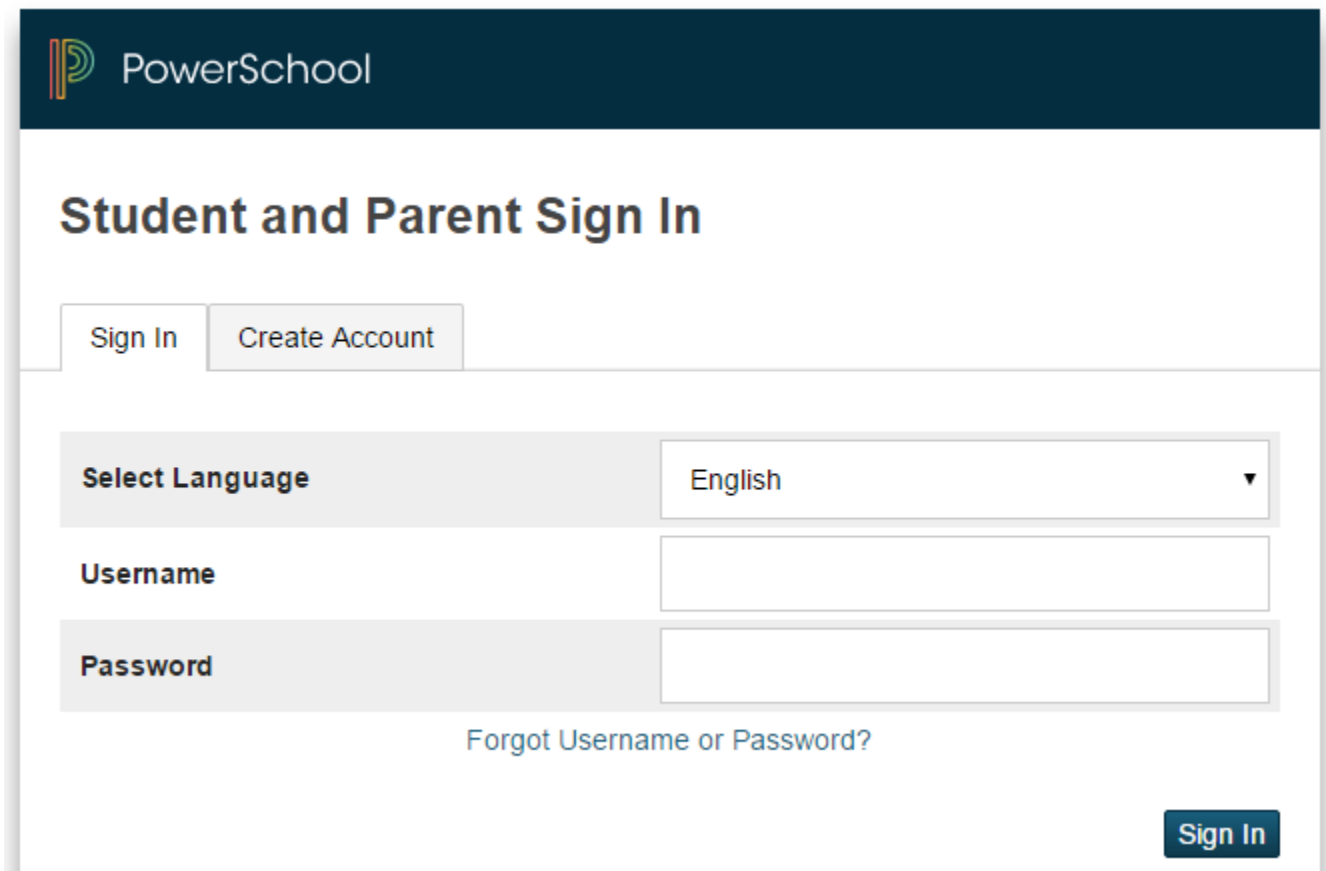
### Who should complete the Enrollment Verification form?

Parents/guardians of currently enrolled students who are planning to return to the district for the 2018-19 school year will complete an enrollment verification form online through the PowerSchool Parent Portal. This includes students who are moving from elementary to middle or middle to high school and students who are transferring to another school *in the district*.

### Below are instructions parents can follow to access the form.


1. Login to the PowerSchool Parent Portal at <https://powerschool.richlandone.org/public/>

 PowerSchool Parent Portal is a school-to-home communication system for attendance, grades and now Returning Student Enrollment Verification.

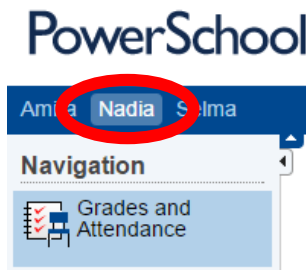


The screenshot shows the PowerSchool Parent Portal sign-in interface. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header, the main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons, there is a "Select Language" dropdown menu set to "English". There are two input fields for "Username" and "Password". Below the password field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a dark blue "Sign In" button.

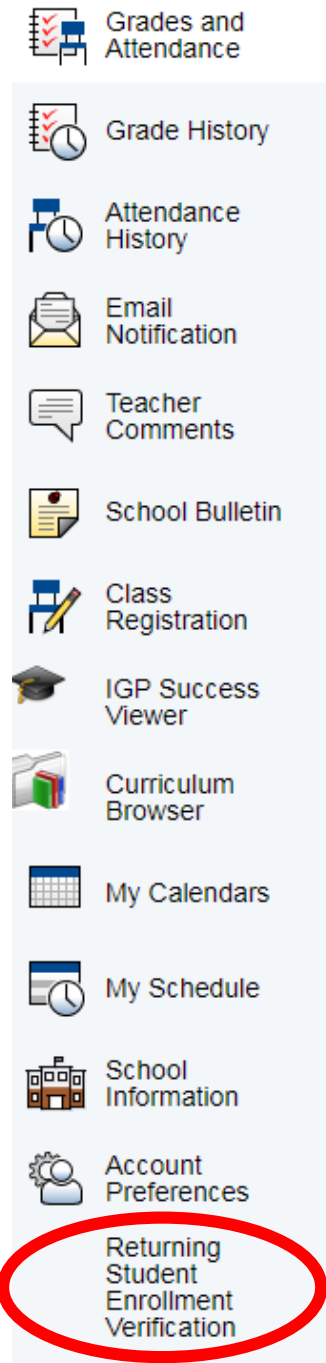
- a. Additionally, the Parent Portal can be found on the district’s website ([richlandone.org](http://richlandone.org)): click on “Resource Center” in the banner at the top of the page then click on “Parent Resources.” Scroll down and click the “PowerSchool Parent Portal” link.


 If you have never used the Parent Portal or have forgotten your username or password, please contact your student’s school.

2. Once you have logged into the Parent Portal, select the student's name whose information you wish to update:



3. You can access the Enrollment Verification form through the **Navigation** bar on the left side.



 Please note that the form will not be accessible until enrollment verification opens on May 1<sup>st</sup>.

For technical difficulties with the form, visit the helpdesk at [infosnap.zendesk.com](https://infosnap.zendesk.com) or contact InfoSnap Customer Support toll free at (866) 752-6850.

For assistance with the forms you are completing or logging into the Parent Portal, contact your child's school.