



Enrollment Confirmation and Information Update for Next Year Returning Students

Parents/Guardians of current students who will be continuing in SUSD for the following school year should **complete their student's enrollment confirmation and information update online for the upcoming year by June 1 (or the due date listed in eNews). Parents/Guardians will be notified via letter and/or email when the PowerSchool Returning Student Registration portal is open.**

Please Note:

- Once a parent/guardian starts the online update, only that parent account can complete the update. Another user cannot log in and change the record once started or submitted.
- If the student's residence address has changed, download the Address Change packet at saratogausd.org/addresschange. Bring the documents to the District Office, 20460 Forrest Hills Dr.
- If parent/guardian's **legal** name is incorrect please edit during the online update.
- If your child's legal name has changed, submit the legal name change documents to the District Office.
- **If your student will NOT attend SUSD next year, notify registration@saratogausd.org right away.**

DIRECTIONS:

- Your student's information update and enrollment confirmation are accessed through the **PowerSchool Parent Portal**: saratogausd.powerschool.com/public
(recommended browsers are Internet Explorer, Firefox, and Chrome)
- Follow the directions on the back page AND refer to the access codes in the mailed-home letter to create your PowerSchool Parent Portal Account. **It is highly recommended that EACH parent have an account.** If you already have an account and have forgotten your username or password, use the *Forgot Username or Password* feature from PowerSchool.

(over)

(Directions continued)

CHOOSE the option that is appropriate to your PowerSchool Parent Account status:

I do not have a PowerSchool Parent Account or we're brand new to SUSD this past year. START HERE

Create your new parent PowerSchool Parent Portal account:

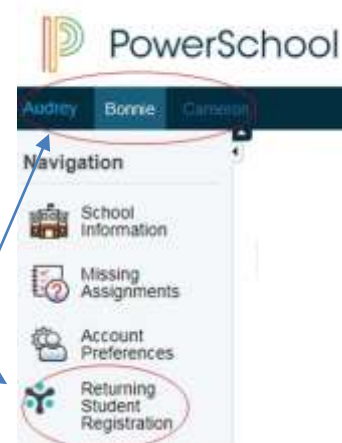
1. Go to saratogausd.powerschool.com/public
2. Click the *Create Account* tab, click *Create Account* blue button.
3. Complete the top section with your PARENT information. Do NOT use "@" in your password.
4. Scroll down the window to *Link Students to Account*.
Go to step 6 and then step 8 below.

I have a PowerSchool Parent Account and need to add to my student who started in SUSD this past school year. START HERE

1. Log in to PowerSchool: saratogausd.powerschool.com/public
2. If your account was opened for a student who is now in high school, contact Redwood Registrar Angela Darrock, adarrock@saratogausd.org to reactivate your account.
3. Click *Account Preferences*.
4. Click on the *Students* tab.
5. Click the *Add* button.
6. Enter the student's name, Access ID, and Access Password listed on the front of this letter. Use the pull down menu to designate YOUR relationship to the student (i.e. mother, father, aunt). *Repeat this step for each child who started new in SUSD this past school year. Go to step 8 below.*

I have a PowerSchool Parent Account and no new siblings to add. START HERE

7. Login to PowerSchool: saratogausd.powerschool.com/public (if you've forgotten your password, see the FAQ below).
8. Click the **RETURNING STUDENT REGISTRATON** icon on the left side.
9. Follow the page directions to begin updating your student's information.
10. Complete each page. Questions marked with a red asterisk (*) are required.
11. Click on Submit at end (fix any errors if submission is unsuccessful).
12. For additional siblings, navigate back to PowerSchool. Click the next student's name in the blue bar. Click *Confirm Enrollment*. Repeat steps 8-12.



FAQs:

I forgot my username or password for my PowerSchool Parent Portal account.

Go to saratogausd.powerschool.com/public. Click **Forgot User Name or Password** on the sign-in page. As a reminder, the username(s) and email address(es) for the PowerSchool Parent Accounts associated with this student are listed on the front of this letter. If that email address is no longer active, see the bottom of this page to request a change of email address.

What if I entered the wrong information for my student?

If you would like to make a change prior to submitting the online update, navigate to the page using the "< Previous" and "Next >" buttons. Or if you are on the Review page, click on the field. If you have already submitted your child's update or the field is not editable, email registration@saratogausd.org. Include your name, relationship to student, student's name, birthday, and requested change.

I have more than one student in the district. Do I need to do the update for each child?

Yes, because you need to provide information that is specific for each child. We recommend that you complete and submit one child's form, navigate back to PowerSchool and click on the next child's name in the blue bar and begin again.

I just registered a brand new student for next year 2019-2020. How do I add him/her to my PowerSchool account?

You do not need to add the new student if you already registered him/her via the online registration portal. During the next school year you will receive instructions on adding him/her to your PowerSchool account.

I have a question or having difficulty with the update.

Please include your student's name, grade, school, birthdate, and your name and relationship to the student in your email request/question.

- o Incoming K-5 families: contact the District Office, registration@saratogausd.org
- o incoming grade 6-8 families: contact Angela Darrock at Redwood, adarrock@saratogausd.org