



Scotch Plains – Fanwood Public Schools

Online Enrollment Process:

PowerSchool Parent Portal & Registration Instructions for Families

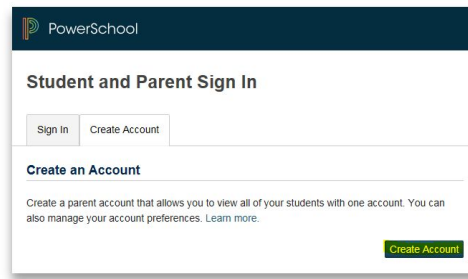
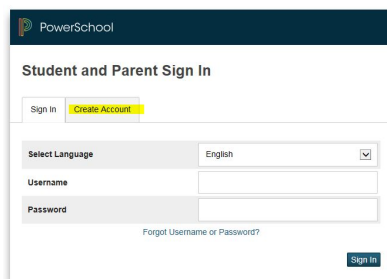
To complete registration for your child, you must have a SPF PowerSchool account for parents, oftentimes referred to as the “Parent Portal.” Through this account, you will be able to complete the necessary forms and upload supporting documentation. You can return to the process at any time; it does not need to be completed in one sitting.

Once your child’s Pre-Registration Form has been approved by a district designee, you will receive an email from parents@ps.spfk12.org with instructions to create/edit your PowerSchool Parent Portal account (Part A below) along with your child’s unique **Access ID** and **Access Password** for doing so. The email will also provide instructions on how to complete the registration forms online prior to the in-person registration appointment (Part B below). If you do not have an Access ID and Access Password for your child, contact parents@ps.spfk12.org.

PART A: Establishing or Editing Your PowerSchool Parent Portal Account

❖ To create a new SPF PowerSchool Parent Portal account:

1. Open the Internet browser on your computer.
2. Type <https://ps.spfk12.org/public> into the address bar OR click the PowerSchool link on the school website.
3. Click the "Create Account" tab at the top of the sign-on window, and then click the create account button.



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4. Complete the fields on the top half of the page. Enter all the fields highlighted in yellow. The username and password that you **create** on this screen will be the username and password that you will use to sign into the Parent Portal.

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: Be at least 8 characters long

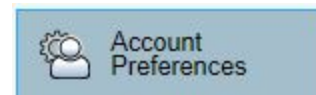
- To link a student to your account, enter the student's name, Access ID, and Access Password into the appropriate fields. Select your relationship to the student from the drop-down menu.

- If you have additional students, you may add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time using the “account preferences” tab.
- Click the blue "enter" button to finish creating your account.
- Once your account is created, enter the username and password you chose for your parent account to login to the portal.

❖ **To add a student to an existing SPF PowerSchool Parent Portal account:**

- Login to your existing account at <https://ps.spfk12.org/public>.

- Navigate to the "Account Preferences" section located on the left side of the screen under Navigation.



- Select the student tab and click on the “Add” button.



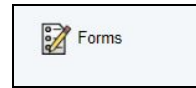
- You can add your student by entering their full name, the Access ID and Access Password provided by the district or in your online registration letter from parents@ps.spfk12.org, and your relationship to the student.

- Once you have added the student, his or her name will appear as a tab on your PowerSchool start screen. Select a tab to view the PowerSchool information specific to that child.

PART B: Completing Registration Forms

1. Login to your SPF PowerSchool Parent Portal account at <https://ps.spfk12.org/public>. See PART A for assistance if needed.

2. Select the “Forms” icon on the left navigation screen:



All of the required registration forms will be listed:

Status	Form Name	Form Description	Category	Last Entry
Submitted	1E SPFK12 Student Demographics		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-17 11:40:18.0
Submitted	2E SPFK12 Student Address and Legal Guardians		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-05-12 10:51:09.0
Submitted	3E SPFK12 Certification of Residency		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-04 07:57:57.0
Submitted	4E SPFK12 Emergency Contacts		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-04 07:58:14.0
Submitted	5E SPFK12 Previous Enrollment and Records Release		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-05-12 10:54:26.0
Submitted	6E SPFK12 Permissions/Agreements		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-03 19:17:00.0
Empty	7E SPFK12 Home Language Survey		1 - Scotch Plains-Fanwood New Enrollment Registration	
Submitted	8E SPFK12 Health Information		1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-03 19:17:51.0
Submitted	9E SPFK12 Document Upload for New Student Registration	These documents are required for enrollment in the Scotch Plains-Fanwood Public Schools. You will be required to meet with a school representative and provide the actual documents prior to your child starting school.	1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-03 19:19:10.0
Approved	SPFK12 Acknowledgment of Completion	Only submit this form when you have provided the documentation, including birth certificate, proofs of residency, Universal Child Health Record and immunization forms to the school registrar or uploaded the documents. Once schools reopen, the process to schedule your in-person registration appointment will be forwarded to you.	1 - Scotch Plains-Fanwood New Enrollment Registration	2020-06-04 15:27:21.0

3. Complete the online enrollment forms, starting with 1E: Student Demographics. After filling in the required information, click “Submit” to continue to the next page. Once each form is completed, the leaf icon and the progress bar will turn green accordingly. NOTE: You can click “save for later” to come back if needed.
4. On *8E: Health History*, click the link to download and review the [SPF Medical Packet](#). Print the **Universal Child Health Record** (pp. 3-4), which must be completed by your child’s physician and uploaded to this page along with your child’s immunization records. NOTE: You may come back to this page at a later date to upload the files.
5. On *9E: Supporting Documentation*, please upload your child’s original birth certificate with a raised seal, and several supporting documents to verify residency, all of which are required by the NJ Department of Education for enrollment. See [Eligibility for Enrollment - Supporting Documentation](#) for a list of acceptable documents.
6. Once you have completed 1E-9E and uploaded all the necessary forms including the **Universal Child Health Record** and immunization records, complete *10E: Acknowledgement of Completion*.
7. You will be contacted to schedule an in-person registration appointment to finalize your child’s enrollment. You must bring the following documents to the in-person appointment:
 - a. ORIGINAL birth certificate with raised seal (parents maintain the original document)
 - b. Proof of residency documents (see [Eligibility for Enrollment - Supporting Documentation](#))
 - c. Universal Child Health Record completed by your child’s physical (original signature required)
 - d. Record of immunizations provided by your child’s physician (original signature required)

If you have any questions or concerns, please email the appropriate registration designee:

- For Preschool, contact Mrs. Lorraine Staniec at lstaniec@spfk12.org.
- For Kindergarten, contact Mrs. Shatika Nathaniel at snathaniel@spfk12.org.
- For Grades 1 - 12, contact the school your child will be attending at:

BrunnerEnroll@spfk12.org

ColesEnroll@spfk12.org

EvergreenEnroll@spfk12.org

McGinnEnroll@spfk12.org

SchoolOneEnroll@spfk12.org

ParkEnroll@spfk12.org

TerrillEnroll@spfk12.org

HSEnroll@spfk12.org