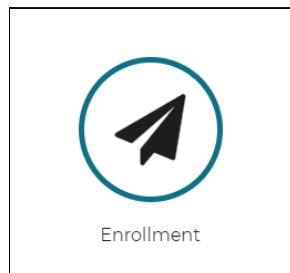# Enrolling a New Student

* If your student is currently enrolled at our school district and will continue to be enrolled during the next school year, <u>DO NOT</u> follow these steps. You will be asked to fill out an Annual Student Information Update form at the beginning of the next school year. *

If you are new to our district or returning from out of district follow these steps:

Part 1: Pre-Registration

1. Go to www.crpusd.org
2. Click the "Enrollment" link on the main page

Enrollment

3. Navigate to the correct online registration form for your student

Registration And Enrollment

Kindergarten & TK Registration   −

Detailed information for Transitional Kindergarten and Kindergarten registration can be found on our **Kindergarten Registration Page**.

2021-2022 School Year New Student Registration   +

4. Fill out the Pre-Registration form with your student's information
5. If you are unsure which school is associated with your attendance tool use the Address Look Up tool

6. Type your address in the bar at the top of the screen and you will see the schools for your zone

*If you would like to register for a school outside of your residence zone, you will need to submit an intradistrict request.This form can also be found on the Pre-Registration page.
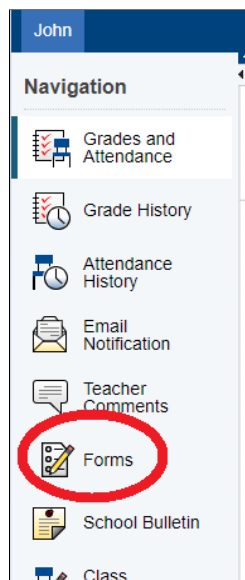

If you wish for your elementary school-aged child to attend one of our magnet schools of Richard Crane, our year-round school, or University Elementary, our project based learning school, no intradistrict forms are required. If you wish for your high-school aged child to attend Technology High School please reach out to the school directly to apply.*
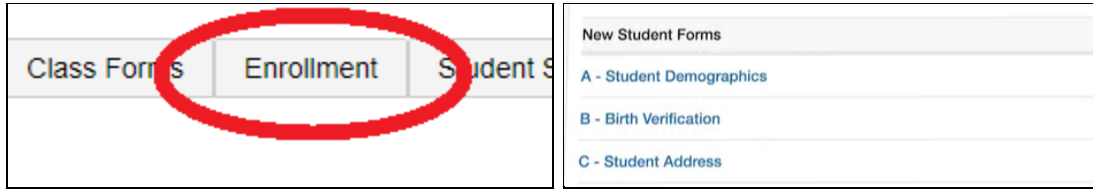
7. Finish the Pre-registration forms by selecting the school year you are registering for and whether or not your student has attended CRPUSD in the past. Once the form is completed press Submit.

8. Once your pre-registration form has been approved by the school site, you will receive an email with instructions to complete the enrollment process. If your pre-registration is rejected by the school site, please contact the site for more details.

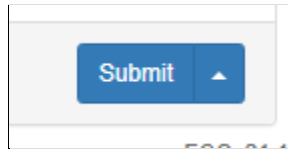Part 2: PowerSchool Parent Portal Enrollment Forms

1. Create your Parent Portal account or, if you already have a Parent Portal account, follow the instructions to add your student to your existing account instead of creating a new one. The email will contain a link to create your parent portal account as well as both video and written instructions to either create your account or add a student to an existing account.

2. In your Parent Portal account, make sure you are on the correct student and navigate to the forms link.
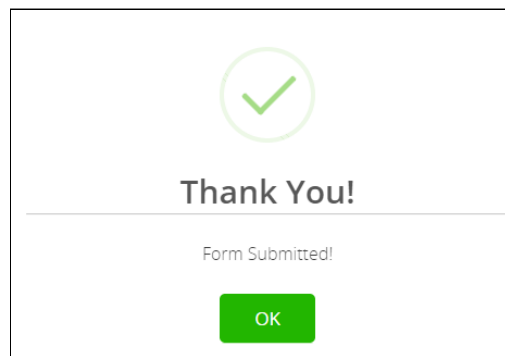

3. Select the enrollment tab and click on the first form in the list to begin. **Your student will NOT be fully enrolled until all of the enrollment forms in the portal have been completed.**
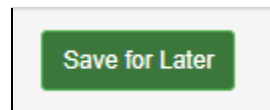
4. For each form, fill out the required information and press Submit at the bottom of the screen. Each form may only be submitted **once** so be sure that all the information is accurate before pressing the submit button.
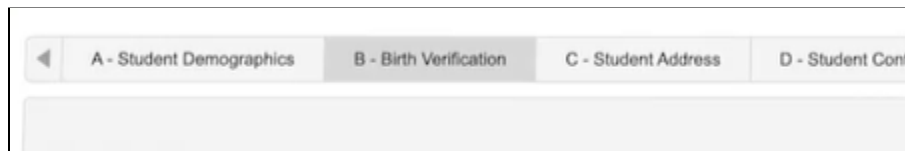

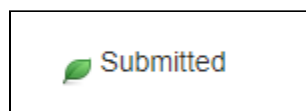5. Once you click Ok, you will be taken to the next form.

6. If you would like to save your progress on a form to complete it later, click the Save for Later button. Not all forms will be able to be saved.

7. To navigate to a specific form, click the title of the form at the top of the page.

8. You can check the status of your form on the main forms page. The icon color will indicate the form's status.

All of your forms will need to be submitted before your student can be fully enrolled in our district. If you have any questions regarding enrollment please contact us at enroll@crpusd.org