

New Student Registration Guide for the 2022–2023 School Year



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INTRODUCTION

For the 2022-2023 school year, we will be using a new registration program that is integrated into PowerSchool. All forms will be shared with you via the Parent Portal in PowerSchool and any forms submitted by you are automatically accessible to school staff.

Registration through Parent Portal can be completed on either a computer, a smart phone, or a tablet.

COMPLETING PRE-REGISTRATION FORM

To begin, go to www.d15.us and click the **Registration** Tab under Parents and Guardians. Click on the **Pre-Registration Form** link.

Please note you should only complete this form if you are enrolling your child for the 2022-2023 school year, and they did not complete the 2021-2022 school year at a D15 school.

*****DO NOT COMPLETE** if your student is moving from 5th grade at a D15 Elementary School to 6th grade at MMS.

*****DO NOT COMPLETE** if your student is moving from Pre-K at Hall or Winnebago to Kindergarten at any of the D15 elementary schools.

The required information will have a red asterisk *

Please make sure you have access to the email you enter as this is where communication regarding registration will be sent.

Select the elementary school your child should attend based on your address. If you are unsure which elementary school you should register at, please contact the MSD15 District Office at 630-469-7615 for guidance.

Once all information is complete, click submit. Please note, you will need to complete a form for each child entering D15.

MSD15 EMAIL

Please check the email you entered on the Pre-Registration Form for emails from noreply-registration@d15.us.

If approved, you will receive an email with an Access ID and Password needed to either set up a MSD15 Parent Portal Account or add a new student to your existing account. If you are enrolling multiple student, each will have their own email with Access ID and Password.

For additional instruction on Parent Portal Account creation, visit www.d15.us/parent-portal-resources

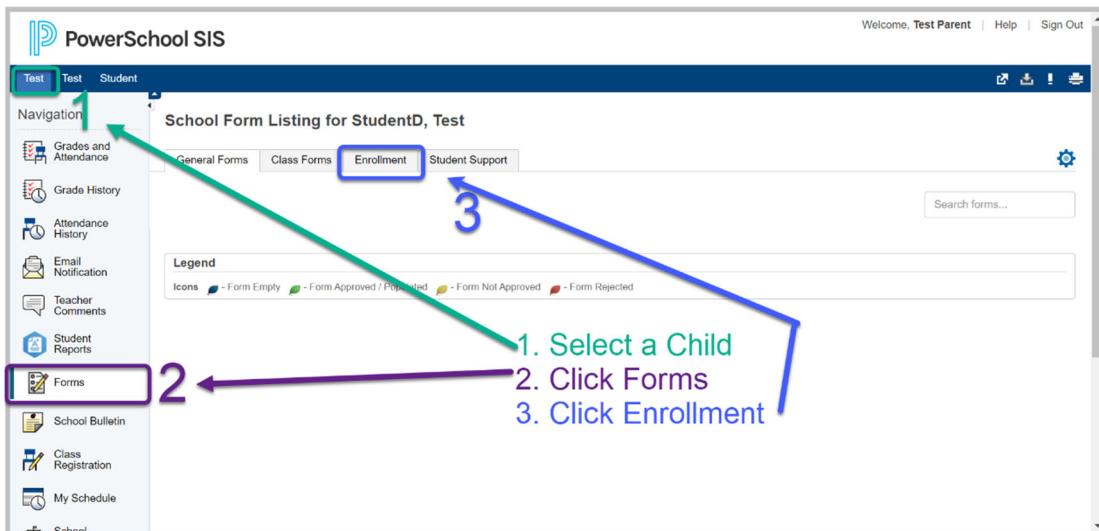
If rejected, you will receive an email stating the enrollment has been rejected.

If you have not received an approval or rejection email 72 hours (about 3 days) after submitting, please contact the enrolling school for an update on the status.

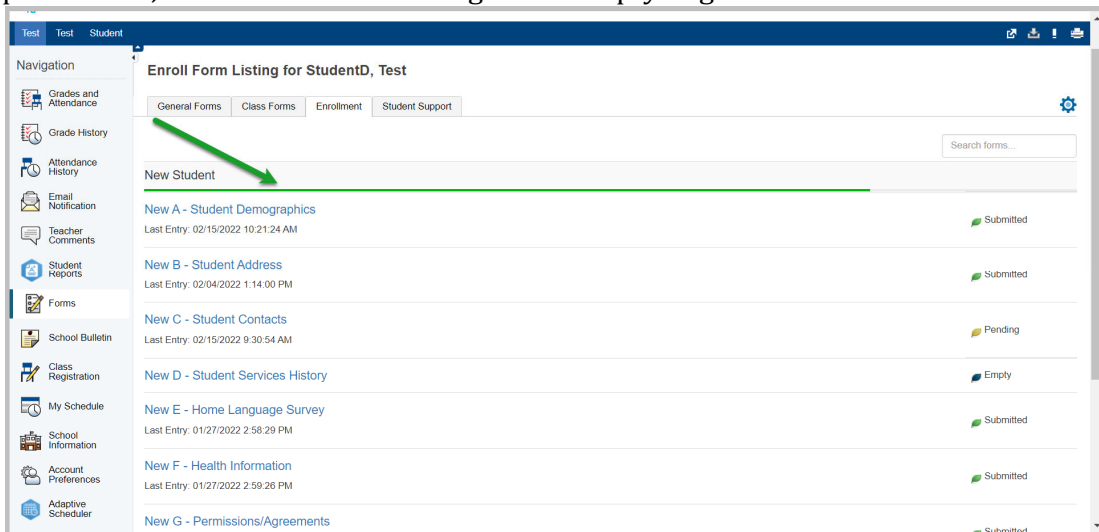
ACCESSING REGISTRATION FORMS

Log into PowerSchool: <https://powerschool.d15.us/public>

1. Click on your Child's Name, if you have multiple students, you will see their name here.
2. Click on "Forms" in the left menu.
3. Click on the "Enrollment" tab. Here you can see all the forms that the school has made available to you.





As you complete forms, the status bar will change from empty to green.



A form can have one of four statuses indicated within the status column.

Legend

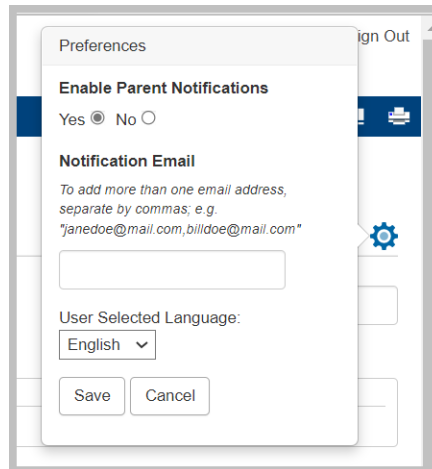
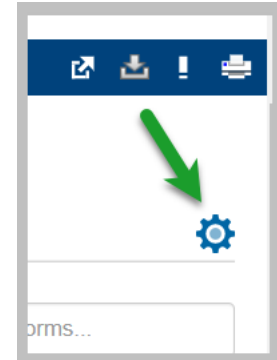
Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

The status of  **Empty** indicates that the form has not yet been submitted.  **Submitted** indicates that the form has been successfully submitted.

NOTIFICATION PREFERENCES

Some forms may be set up to send notifications to parents when the status of a pending form changes.

1. Click the Blue Gear Icon on top right of the Forms page.
2. Indicate whether you would like to receive these notifications. Clicking on the button will open the Parent Preferences box. Here you can choose whether you wish to receive notifications and, if you do, to which email address(es) you would like them sent. In addition to the notification preferences, you can also choose what language you would like to see forms translated in (English or Spanish).

A screenshot of a 'Preferences' dialog box. It has a title bar with 'Preferences' and 'Sign Out' on the right. The main content includes: 'Enable Parent Notifications' with 'Yes' selected (radio button) and 'No' unselected; 'Notification Email' with a text input field containing the example email addresses 'janedoe@mail.com, billdoe@mail.com'; and 'User Selected Language' with a dropdown menu set to 'English'. At the bottom are 'Save' and 'Cancel' buttons.

FILLING OUT A FORM

To open a specific form, click on the form name within the form list.

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.

Just below the Form Ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the * icon are required fields. They must be filled out for the form to be submitted.

The screenshot shows the PowerSchool SIS interface. At the top, there is a navigation bar with the PowerSchool SIS logo and user information. Below this is a 'Navigation' sidebar on the left with various icons and labels. The main content area displays the 'New B - Student Address' form. At the top of the form, there is a 'Form Ribbon' with tabs for different form categories (A-G) and a language selector set to 'English'. Below the ribbon is an 'Archive Header' indicating 'There are 3 previous responses to this form.' The form itself contains several input fields, some marked with a red asterisk (*) to denote required fields: 'Street Address (include apartment number)', 'City', 'State', 'Zip Code', 'Primary Phone', 'Mailing Street Address (include apartment number)', 'Mailing City', 'Mailing State', and 'Mailing Zip Code'. There is also a 'Copy from Physical' link for the mailing address.

SUBMITTING A FORM

Once the form is filled out, press the blue “Submit” button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the blue “Submit” button is an arrow that brings up a couple of options for submission.

The other option is to “Submit & Jump to...” Below this option is a list of pages you can open after submitting this form, either the Forms page or a different form.

The screenshot shows a pop-up window with two main options. The first option is 'Submit for Family'. The second option is 'Submit & Jump to...' which is expanded to show a list of form categories: 'Form Listing', 'New A - Student Demographics', 'New B - Student Address', 'New C - Student Contacts', 'New D - Student Services History', 'New E - Home Language Survey', and 'New F - Health Information'. At the bottom right of the pop-up is a blue 'Submit' button with a small upward-pointing arrow.

SAVE FOR LATER VS. SUBMIT

Along with the blue “Submit” button is the green “Save for Later” button. Use the “Save for Later” button if you are not ready to send the form to the district but do not want to re-enter information already filled out. It is recommended that you save a form if you must step away from your computer as PowerSchool may log you out for inactivity. Due to the nature of the Contacts and Health forms there is no “Save for Later” button. Once you submit, you may return at any time to make changes or additions.

Forms are saved locally on your computer. You can access the saved entry by logging in with the same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear “Empty” in the form listing.


When to Save:

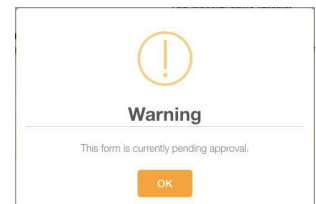
- You need to step away from the computer
- You do not have all the required information but have filled out some of the information

When to Submit:


- You are ready to send the form to the school/district.

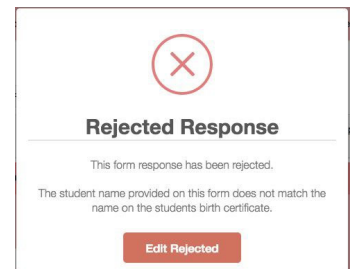
APPROVAL

A form may require an administrator to verify the information when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval. The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Forms page, a pending form will have the status of  Pending and the row will be highlighted yellow.



If the form is approved, the status will be  Approved and the form background returns to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be  Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.



Click the “Edit Rejected” button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form’s status moves from “Pending” to “Approved” or “Rejected.”

COMPLETION OF ONLINE FORMS

Once all forms on the Dashboard show “Submitted” or “Approved” the online registration process is complete.

RESIDENCY VERIFICATION AND IN-PERSON REGISTRATION REVIEW

While school is in session, school offices are accepting Residency and other required Registration Documentation between the hours of 10:00 am and 2:00 pm.

Before you come in be sure to have

- Completed the Online Registration Forms to the best of your ability. Secretarial staff will review these with you
- Obtain and prepare to present original Birth Certificate.
- Bring completed Residency Packets with all signatures and necessary documents for verification.
- Present Illinois State Transfer Form (if provided from previous school)
- If your child is transferring from another state, your child will need:
 - o Current Eye Exam
 - o Dental Exam
 - o Physical Exam
 - o Immunization Records