

Step- by- Step Instructions

New Student Registration:

The New Student registration process is for students:

- who will be attending the Waynesville R-VI School District for the first time
- or who are returning/ re-enrolling to Waynesville R-VI School District after having moved

Before you start, please gather all the necessary documents for registration listed on our [Enrollment Documents](#). You will be prompted to upload these documents during the registration process.

Step 1: Please click

<https://enrollment.powerschool.com/family/gosnap.aspx?action=200001533&culture=en> to begin the registration process.

Step 2: Click “Create Account” to create an account for the first time.

Step 3. Fill out required information and security questions. Agree to the terms and conditions by checking the box and click “Create Account”.

Once you have created your account, you will receive a confirmation email.

From: PowerSchool Registration Support <noreplyregistration@powerschool.com>

Date: July 16, 2023 at 6:24:12 PM CDT

To: [REDACTED]@hoo.com

Subject: Waynesville School District R6 -- New Account Creation

New Account Creation

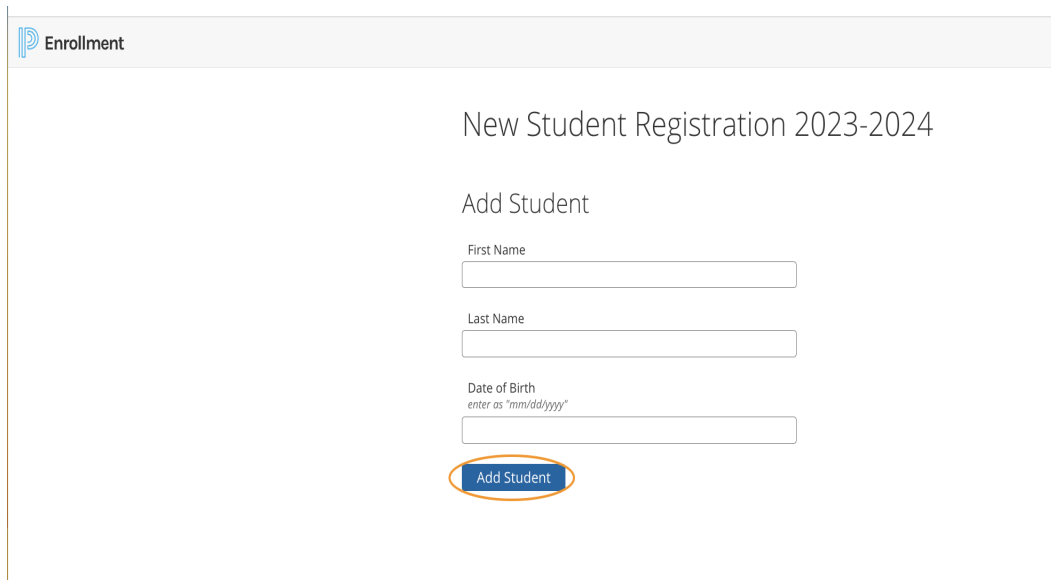
Dear Rosemarie Testone,

You have successfully created your secure family account, and are now able to complete online forms for Waynesville School District R6. To sign in, you'll be asked for your email address and the password you selected when the account was created.

Thank you,
PowerSchool Registration Support

For technical support, visit our [PowerSchool Community](#) page..

Step 4: Proceed to the registration and enter your student's name and date of birth. Click "Add Student".



The screenshot shows the 'Enrollment' section of a web application. The main heading is 'New Student Registration 2023-2024'. Below this is a sub-heading 'Add Student'. There are three input fields: 'First Name', 'Last Name', and 'Date of Birth'. The 'Date of Birth' field has a small text hint below it that says 'enter as "mm/dd/yyyy"'. At the bottom of the form is a blue button labeled 'Add Student', which is circled with an orange oval.

Step 5: You will be directed to the registration Introduction page. Click "Next" to proceed to registration forms. (Please note there is NO payment as noted in step 3 below).

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Online New Student Registration

Welcome to Waynesville R-VI School Districts New Student Registration. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.

Note: Required fields are marked as "Required", and Waynesville School District R6 will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

2. On the "Review & Submit" page, check your data before proceeding to payment.

3. Enter the necessary payment information.

4. Select "Submit"!

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

New Student Registration for Additional Students

A New Student Registration form must be submitted for each student in your family. Once you have successfully submitted one New Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

Step 6: Begin filling out the information. Click “Next” to proceed to the next screen and click “Previous” to return to a previous screen. Each of the form pages is listed on the left menu. You will notice that some of the fields are marked as “required”. Please answer all required questions.

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Student Information

First Name required

Text

Middle Name

Last Name required

Text

Suffix

- Select -

Gender required

- Select -

Date of Birth required
mm/dd/yyyy

9/30/2017

Home/Residential Information

Home Phone required
XXX-XXX-XXXX

Enter the address where the child lives including the city, state, and zip code.

Street Address required

Apt

City required

State required

- Select -

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Step 7: Complete the new student enrollment data.

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New Student Information

Ethnicity and Race Report

This form is to be filled out by the student's parents or guardians, and both questions MUST be answered. Part A asks about the student's ethnicity and Part B asks about the student's race.

Part A - Ethnicity

Is the student Hispanic / Latino? (required)
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- Select -

Part B - Race

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America including Central America, and who maintains a tribal affiliation or a community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups in Africa.
- Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Choose one or more:

Race(s) (required)

- Select -

Language Use Survey

The Every Student Succeeds Act of 2015 is a federal law that requires school districts to identify language minority students, to assess progress in English proficiency, and to provide eligible children with services that would increase their English proficiency and their academic achievement. To comply with this law and be certain that all students in the Waynesville R-VI School District have access to meaningful and equal opportunities, the district requests that all new students entering the school district report the languages spoken by students and their family members at home. Since you are the most qualified to provide this information, please complete the following questions. All of your answers will remain confidential.

Country of Birth (required)

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Step 8: Click on the “Free and Reduced Meal Information” to download the free and reduced lunch form. Click “Next”.

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Free and Reduced Lunch Form

Please complete a Free/Reduced Meal Application for the 2023-24 School Year - even if your family will not qualify. Many of the programs within the Waynesville R-VI School District are based upon the percentage of students who qualify for free/reduced meals. This information can only be determined accurately if we have a meal application on file for every family each school year, regardless of qualification. Please note: a new application is required with each new school year regardless of the date of application from the previous year. Free lunch and breakfast will only be provided to students who have an approved free and reduced lunch application on file. Students who do not have an approved free and reduced lunch meal application on file will have the option to purchase breakfast and/or lunch, students may also bring lunch from home.

Free and Reduced Meal Information

Please note that the updated forms for the 2023-2024 school year will not be available until July 2023.

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Step 9: Complete the Transitional Survey. If you answer yes to question 1, an explanation box will pop-up.

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Transitional Living Survey

Are you sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason? required

☐ Yes

☐ No

Are you currently residing at a motel, hotel, in a car, or at a campsite because your home has been damaged or because of economic reasons? required

☐ Yes

☐ No

Are you currently residing in a shelter? required

☐ Yes

☐ No

Are you currently living in a temporary housing arrangement due to economic hardship? required

☐ Yes

☐ No

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Step 10: List parents/ guardians, nonresident parents, and emergency contacts in this field including phone numbers, addresses, and work information.

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Title

- Select -

First Name required

Middle Name

Last Name required

Suffix

- Select -

Gender required

☐ Male

☐ Female

Relationship to Student required

- Select -

Emergency Contact required

☐ Yes

☐ No

Has custody required

☐ Yes

☐ No

Can pick up student required

☐ Yes

☐ No

Lives with student required

☐ Yes

☐ No

Resides at 106 Birchtree Cr required

☐ Yes

☐ No

Contact 1 Contact Information

Phone 1 Number required

xxx-xxx-xxxx

Phone 1 Type required

- Select -

Preferred phone number?

☐ Yes

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Step 11: Assign a priority to each of the contacts listed. The primary parent/ guardian should be contact 1 and all others should be 2,3, etc. This is the order in which your contacts will be called in case of emergency.

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Contact Priority

To adjust the priority in which contacts will be called, please select the appropriate order number next to the name.

One contact must have a priority of 1.

Rosemarie Barrett

required

- Select -

Benjamin Testone

required

- Select -

Manuela Garland

required

- Select -

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Step 12: List all school aged siblings.

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How many school aged siblings does the student have? required

- Select -

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Step 13: Complete the medical form accurately and provide the necessary information.

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Student's Medical Information

Physician

Physician Name

Phone

Dentist

Dentist Name

Phone

Insurance

Do you have health insurance?

Health History

A medical authorization form must be on file in the nurse's office if medications are to be dispensed. This form must be signed by the parent for over the counter medications and signed by the parent or doctor for prescription medications before any medication can be given by the school. A new form must be presented to the school each new school year. Medications must be in the original container. Students are not allowed to transport medications except when authorized by a physician.

If a special lunch is requested, a Dietary Request form signed by the doctor and parent must be on file with the school nurse. All students will participate in a regular physical education program unless a Physical Excuse Form, signed by the physician, is on record in the nurse's office at the school. For secondary age students, the individual may be placed in an Adapted Physical Education Program if he/she is unable to participate in the regular program.

Prescribed Daily Medications

Does this student take any prescribed medications daily?

Health Concerns

Indicate below any medical conditions that apply to your student.

ADD / ADHD

Allergies (food, insects, latex, other)

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Step 14: Enter information related to military affiliation.

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Military Connected Information

In lieu of taxes on Fort Leonard Wood, the Waynesville R-VI School District receives Impact Aid, which benefits students by replacing the taxes that are not paid on Fort Leonard Wood.

Impact Aid Funding helps local school districts that educate federally connected children. Including the children of members of the uniformed services and children with civilian parents who work on Federal Property. School districts use Impact Aid for a wide variety of expenses, including the salaries of teachers and paraprofessionals; purchasing textbooks; computers and other equipment; after school programs and remedial tutoring; advanced placement classes and special enrichment programs. If you would like to learn more about Impact Aid, please visit their website at <https://oese.ed.gov/offices/office-of-formula-grants/impact-aid-program/>

Please help us to provide the best possible educational resources for your students by providing us with the following information:

Parent/Guardian 1

Full Name

Relationship to Student

Military Affiliation

Parent/Guardian 2

Full Name

Relationship to Student

Military Affiliation

Non-Resident Parent/Guardian

Full Name

Relationship to Student

Military Affiliation

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Step 15: Upload and attach required enrollment documents (Birth certificate, proof of residency, shot records, etc).

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Immunization/Shot Records

Please upload your students most recent Immunization/Shot Record

Upload...

Birth Certificate

Please upload your students Birth Certificate

Upload...

Proof of Residence

Please upload your Proof of Residency

Upload...

Additional Records

Please upload any additional documents

Upload...

Last Report Card/Transcript

Please upload your students most recent Report Card or Transcript

Upload...

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Step 16: Read the agreements carefully and agree to terms by checking the boxes (handbooks, Emergency Drill Opt-Out, Directory Information, Custodial Information, Technology Usage, and Military Opt-Out).

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Handbook and Discipline Policy Acknowledgement

Student Handbooks for each school in the Waynesville R-VI School District are located on their building websites linked from <https://www.waynesville.k12.mo.us>. Paper copies can be requested by contacting the school.

Additionally, the student discipline policies can be found by going to the district website, 'About Us' and then 'Policies and Regulations.' Paper copies of the policies can be obtained by contacting the school district office. These student discipline policies apply to the following grade levels:

JGR1: Grades Pre K-6

JGR2: Grades 7-8

JGR3: Grades 9-12

☐ I acknowledge that I have received the website address to access student handbook and student discipline policy information. I accept responsibility for reviewing and understanding the policies and procedures of the Waynesville R-VI School District. (required)

Emergency Drill Opt- Out

Notice: The Waynesville School District conducts safety drills quarterly. Those drills include fire, earthquake, intruder, tornado. It is the responsibility of the parent or guardian to notify the building principal in writing if your child needs a modified drill due to a medical condition.

☐ I understand this notice and confirm I have received it. (required)

Notice of Directory Information

Please read the [Notice of Directory Information](#).

☐ I have read and agree to the terms of the policy. (required)

Directory Information Opt-Out Form

If you decide that you would like to opt your child out of directory information, you are agreeing to the following: I understand that my child's information will not be released or used in any school programs, awards of recognition activities, honor roll lists, athletic program, yearbook, graduation programs, etc. and/or other special publications or activities. I understand that by allowing my child to participate in athletic events and/or public performances and events (such as band, choir, theater, Future Cheerleading, summer camps, graduation and DARS) that my child's directory information may be released, even if the opt-out option is indicated. If my child is participating in a public event and may not be photographed, I understand that it is my responsibility to contact the school's head principal before each public event to ensure that the district does not release any information and/or images of my child. I understand that the district cannot prevent members of the public from taking images and/or recordings of my child at an athletic event, public performance or public event. You can opt your child out of directory information by **downloading and completing the form linked below**. **Once you complete the form you will need to submit the completed form to your child's school.** (Please note that a new opt-out form must be submitted each school year.) [Directory Information Opt-Out Form](#). If an opt-out form is not submitted within the two weeks of the student's first day of school in the new school year, the District will assume that the student's directory information may be used.

Custodial Information

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to custody of and access to the child **unless** one of them has a signed court order that specifically provides otherwise. The school has no legal right to refuse access by a biological or adoptive parent, or a legal guardian, to his/her child and/or the child's educational records, unless there is a current, valid, and binding court order that explicitly limits access to the student or the records. Additionally, an order limiting or denying visitation or other access to the child, is not sufficient to limit access to educational records in the absence of a court order explicitly denying or limiting access to records.

If a parent has a current, valid, and binding court order limiting access to the child or records by the other parent or any

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Step 17: Read Transportation Agreement and check the box at the bottom.

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Transportation

Dear Parents/Guardians and Students,

Parents/guardians, students, bus drivers and school officials must work together to provide safe transportation of students to and from school. The school bus, bus stops and all other forms of transportation provided by the school district or incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. When a violation of school bus rules occurs, the following steps will be initiated by the school bus driver: verbal warning to the student, changing the students seat to the front of the school bus, phone call to parents, written discipline report to the Director of Transportation or school principal. Once a written discipline report is received an investigation will occur, the student's discipline file will be reviewed and a consequence will be assigned for the student's behavior as necessary. Consequences can range from a verbal/written warning to loss of bus riding privileges. Our main goal is to get students to and from school safely every day. Rules are needed to help accomplish our mission. We need our parents and guardians to help us. Please take some time and review the basic bus riding rules below with your student.

Loading and Unloading

- It is recommended that students arrive at the bus stop at least five minutes before their scheduled pickup time. The bus cannot wait for those who are late. Do not run after the bus once it has left the loading zone.
- Students should enter the bus in an orderly manner, with those first in line being first on the bus. When unloading, students should be prepared to exit the bus when the bus arrives at the designated stop. Students are to remain seated until the bus is completely stopped.
- When necessary to cross the road, the student should wait for the driver to signal that it is safe and should cross at least fifteen feet in front of the bus. Never cross behind or walk alongside the bus.
- Students are permitted to bring school books, supplies, lunches, bottled water and small hand instruments only. Glass containers, plants, animals, tobacco, alcohol, or illegal drugs are strictly prohibited. Large hand instruments and large school projects will be allowed on the bus if space allows. Please contact the Transportation Office if you have any questions.

While on the Bus

The driver is responsible for safely transporting all students to their destination. Orderly behavior on the bus is essential and any distraction to the driver will divert his/her attention from driving the bus safely.

- Upon entering the bus, the students shall go directly to their assigned seat and shall remain there until it is time to unload at their designated stop.
- Students should sit down in the seat, face forward, talk appropriately and keep their hands to themselves. All school supplies should be held in their lap.
- The students should not, at any time, stick arms or any body parts out the window, talk out the window or throw any items out the window or within the bus.
- Transportation equipment is very expensive to replace. Vandalism will not be tolerated at any time. Sharp objects must be put away. Jumping on or over the seats is prohibited. Both actions could result in injury to the student or damage to the bus. The mirrors should never be touched. Any damages caused by the student must be reimbursed before riding privileges resume.
- Unless authorized by bus driver, eating food, gum or candy is strictly prohibited on the bus. Drinking liquids (except bottled water) will be prohibited as well. Sharing of food, gum and candy is also prohibited.
- Students are assigned to buses according to their place of residence or child care giver and the school building they attend. The bus driver will pick up and drop off students at their assigned bus stop. Exceptions may be granted by the building principal and a special bus pass will be issued.

Extra-curricular Field Trips: All the above regulations apply to special field trips under school sponsorship. There may be additional rules established by the sponsors.

The school district requires all students who ride a school bus to be informed of the bus safety regulations. Bus safety regulations apply to and from school as well as field trips and any other school activities. Parents/guardians and students need to know what behavior is expected when riding the bus.

☐ I have read and agree to the terms of the policy. (required)

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Step 18: Once you complete all of the forms, you are required to provide an electronic signature.

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Electronic Signature

The electronic signature and all of its related fields replaces a handwritten signature on paper and is legally binding.

Parent/Guardian Signature

☐ I affirm that the information provided is true, correct and complete, to the best of my knowledge and belief. This electronic signature and its related fields are treated like a handwritten signature on a paper form. (required)

Electronic Signature (required)
(type name of parent/guardian)

Today's Date (required)
mm/dd/yyyy

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Step 19: The Summary Page will indicate the status for each page. If required items are not complete, you can click on the red circle(s) and it will take you to those items. Once corrections are made on a page, you may return to the summary page on the left navigation menu by clicking “Summary”. Once all required items are complete, you will see green check marks on all of the forms, and you will have the option to submit the registration.

Enrollment

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student	✓
Free and Reduced Lunch Form	✓
Contacts	✓
Priority	✓
Siblings	✓
Medical	✓
Military Connected Information	✓
Agreements	✓
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Signature	✓

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[Previous](#) [Submit](#)

Once you submit registration, you will receive a submission confirmation email.

From: PowerSchool Registration Support <noreplyregistration@powerschool.com>

Date: July 16, 2023 at 7:10:45 PM CDT

To ahoo.com

Subject: Waynesville School District R6 -- Submission Confirmation

Submission Confirmation

Dear Rosemarie Testone,

The New Student Registration for *Kevin* has been submitted to Waynesville School District R6.

If you have additional questions please contact your school.

The steps below are only if you have an additional student you want to register:

Step 20: If you have more than one child, click on “New Student Registration” for another student.

New Student Registration 2023-2024 (Kevin)

Next Steps

1. Print a copy of the Completed Form for your records (optional)

Now that you've submitted your New Student Registration you must contact the school to make any adjustments.

2. Complete a New Student Registration for another student (if applicable)

This process must be completed for each child attending Waynesville School District R6.

Contact Information

Waynesville R-VI School District Student Services
200 Fleetwood Drive
Waynesville, MO 65583
t: (573) 842-2092
f: (573) 433-2979

WARNING: DON'T FORGET TO SELECT THE "SAVE & SIGN OUT" OPTION WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.

Step 21: After completing the additional student's information (name and date of birth), you will be given an option to import data from the previous student entered or start from scratch.

New Student Registration

You've already submitted this form for Emily. Would you like to import the relevant information to save time?

- ☐ Import
- ☐ Start from Scratch

If your additional student is a current student of Waynesville R-VI School District, you will use a snapcode link to complete registration. If you have not received your code, please reach out to your school. DO NOT complete new student registration forms for student currently enrolled in the district

Some helpful tips:

- The form will save your progress and you are able to return to your application at a later time if necessary, but a registration application cannot be submitted until all required forms are complete.
- Enter the data in the specified format. If input is not in the correct format, it will generate an error. For example, telephone numbers are in the format XXX-XXX-XXXX.