<u>**Step-by-Step Instructions For Parents**</u>

Returning Student Registration:
The Returning Student registration process is for students who attended the Waynesville R-VI School District during the 2022-23 school year.

Step 1: Parents of returning students will receive an email with a snapcode that has been assigned to every returning student. Check your mail or spam folder. Click on the snapcode link.

Waynesville School District R6 Returning Student Registration for ▮▮▮▮▮
1 message

PowerSchool Registration Support <noreplyregistration@powerschool.com>
Reply-To: PowerSchool Registration Support <noreplyregistration@powerschool.com>
To: ▮▮▮▮▮▮▮▮▮▮▮▮

Tue, Jul 18, 2023 at 11:01 AM

Waynesville School District R6 - Returning Student Registration

To the parent(s) of: ▮▮▮▮▮▮

We are excited to announce online Returning Student Registration for the upcoming school year! This process replaces the paper forms sent home at the beginning of each school year. Your Returning Student Registration for Ke▮▮▮e at Waynesville School District R6 is now available online.

How do I get started?
Use this snapcode link https://enrollment.powerschool.com/family/gosnap.aspx?snapcode=mfmks23567nnctt

OR

Visit **WEBSITE LINK** and select the Registration link.
Then, enter your student's snapcode: mfmks23567nnctt

What's a snapcode?
By using the link in this email, you are automatically entering your child's snapcode. The snapcode is like a key to your child's Returning Student Registration for the upcoming school year. You should receive a unique snapcode or snapcode link for each child.

Should I create an account?
- If you've never completed an online Returning Student Registration, you should create an account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.
- If you already have an account, you can sign in and complete the form. (You should use the same account to complete forms for multiple children.)

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?

If you would like to make a change, select the underlined field or choose "Prev" to return to a previous page.

I've completed the form, now what?
When you have finished entering your information, select "Submit." This will send all of the information you've entered to the school. If you cannot select this button, you will need to make sure that you have answered all required questions.
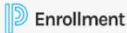
What if I have more than one student in the district?
Do I need to do this for each child? Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one Returning Student Registration and then start another – this will allow you to "snap over" shared family information, which will save you time.

I don't know what a question is asking.
You can contact Waynesville School District R6 at **(xxx) xxx-xxxx** or email them at schoolemail@email.com to ask any general questions about the form or the Returning Student Registration process.

Step 2: Enter the "snapcode" in the space provided.

Step 3: Click "Create Account" to create an account for the first time.

Step 4: 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: ████████████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 5: Confirm the student's date of birth.

> ◲ Enrollment
>
> ## Date of Birth Authentication
>
> In order to better protect your privacy, we ask that you provide some additional information.
>
> Date of Birth for ████████
> *The date of birth must be in MM/DD/YYYY format.*
>
> [   ]
>
> [Continue]

Step 6: 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).

Step 7: The registration form will guide the rest of the process. .Each of the form pages is listed on the left menu. Click "Next" to proceed to the next screen and click "Previous" to return to a previous screen You will notice that some of the fields are pre-populated with information that is stored in PowerSchool SIS. Please update information if needed and answer all required items.

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

Step 9:Some of the information are pre-populated for your convenience but still requires verification or updating if required. Please note that you will have to enter non-resident parent (if applicable) and emergency contact(s) information on this screen.

Step 10: 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.

Step 11: List all school aged siblings.

Step 12: Complete the medical form accurately and provide the necessary information. You will have the option to upload your student's updated immunization records (K, 8th grade, and 12 grade/ See immunization requirements on our website).

Step 13: Enter information related to military affiliation.

Step 14: Read the agreements carefully and agree to terms by checking the boxes.

Step 15: Read Transportation Agreement and check the box at the bottom.

Step 16: Once you complete all of the forms, you are required to provide an electronic signature.

Step 17: 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.

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

Waynesville School District R6 -- Submission Confirmation
1 message

PowerSchool Registration Support <noreplyregistration@powerschool.com>   Tue, Jul 18, 2023 at 12:06 PM
To:

Submission Confirmation

Dear ,

The Returning Student Registration for *Keltyn* has been submitted to Waynesville School District R6.

If you have additional questions please contact your school.

Step 4: This step is only if you have more than one child in the district. Enter the additional snapcode to complete the registration forms for another student.

Returning Student Registration 2023-2024

Next Steps

1. Print a copy of the Completed Form for your records (optional)
   Now that you've submitted your Returning Student Registration you must contact the school to make any adjustments.

2. Complete a Returning 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.

Repeat this process by entering the snapcode for each returning student you need to register. **If your additional student is <u>new</u> to the Waynesville R-VI School District, you must use the link for new student registration and enter your email address and password you used to create your account.**

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.