

## **INFORMATION GUIDE FOR COMPLETING FA ONLINE REGISTRATION**

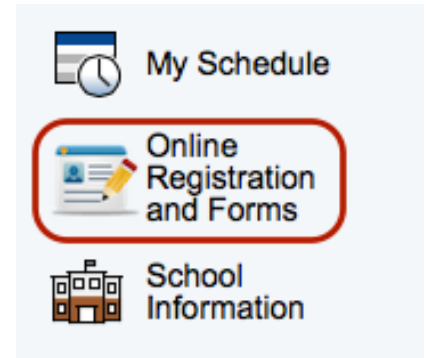
**You are encouraged enroll your student online.**

If you already have a Parent Portal Account in PowerSchool just sign in as normal. If you haven't set one up yet see the instructions on the following page. You can add siblings to your existing account if you have one. Please do not use the PowerSchool App. It does not have all the functions that are available by logging in thorough your browser.

### **Before you begin gather your information!**

The PowerSchool parent portal will time out after an hour so you should be sure to have the following information available:

- Demographic Information:
  - Parental/Guardian Names
  - Addresses
  - Workplace
  - Phone Numbers (Home and Work)
  - Email Addresses
  - Secondary Household information (if applicable)
  - 3 Emergency Contacts/Relationship to Student and Phone Number
- Medical Information:
  - Doctor Name/Phone Number
  - Dentist Name/Phone Number
  - Over the counter Medication Notes
  - Prescription Medications or Medical Remarks
  - Allergies and Disabilities
- You and your Student should be prepared to review and agree to the following agreements:
  - Emergency and Clinic Agreement
  - School Bus/Transportation Agreement
  - Student Technology and Internet Use Rules and Permission
  - Student Handbook Agreement
  - Enrollment Agreement



1. After logging on to your Parent Portal you will see the Online Registration link on the Left.

2. Begin with Student Information and Annual Forms. Later, you can complete Secondary Household Information (if applicable).

Forms need to be agreed to, signed and dated every year even if the information has not changed.

3. Begin by updating any information we have on file for your student and adding anything we are missing. Continue on until you have finished all the registration information and are ready to Submit.

### **Digital Forms Overview**

Digital Forms	
Please use the links on the left side of the table below to submit required and optional digital forms.	
Link	Description
<a href="#">Student Information and Annual Forms</a>	(Required) Review and update student information and submit annual agreement forms.
<a href="#">Secondary Household Information</a>	(Optional) Provide contact information for shared custody or non-custodial households.
<a href="#">Co-Curricular Agreements</a>	(Optional) Provide permission for your student to participate in a co-curricular sport or activity.

### **Annual forms on record**

Agreement	Status (1=complete, 0=incomplete)
Emergency	
Clinic	

### **Student Information and Annual Forms**

Step 1: Review and Update Student Information		
Primary Household Legal Address		
Data	On File	Update
Street Address	975 West Main Street	<input type="text"/>
City or Town	Dover Foxcroft	<input type="text"/>
State	ME	<input type="text"/>
ZIP	04426	<input type="text"/>

Please call our office or email if you need help: [sheila.fitzmaurice@foxcroftacademy.org](mailto:sheila.fitzmaurice@foxcroftacademy.org)

Remember you can return to update your Demographic information later in the School Year!