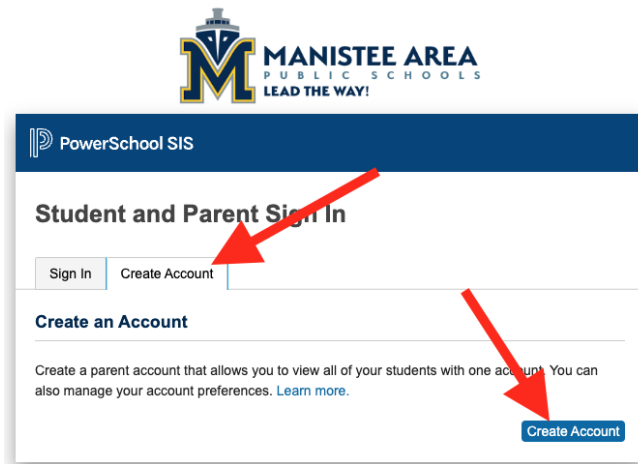


In order to make things simpler, we have created a new way to enroll students, electronically submit all forms to be filled out at the beginning of each school year, and make online payments through PowerSchool.

Our goal is to have parent accounts set up in PowerSchool for **all students** in our district. Although many of our MMHS families are already set up with accounts in PowerSchool, we need our elementary families to set up accounts also. We will still be using platforms like SeeSaw and Canvas for classroom communications, but there will be additional features in PowerSchool that will be helpful for all families. So please sign up today!

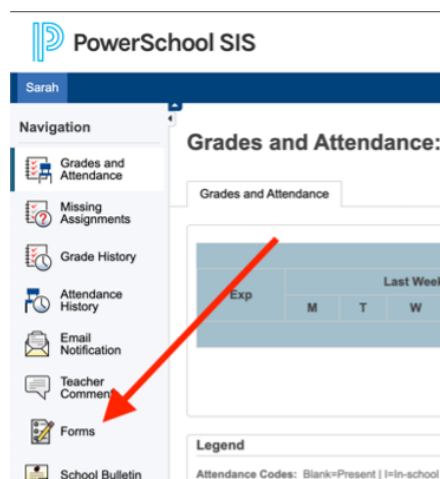
If you already have a PowerSchool account set up, you are now able to login to fill out forms and make payments. If you do not have an account set up you can register by following this [LINK](#). Click on the "Create Account" tab and then select the "Create Account" button:



To create a new account, contact a MAPS school office and they will be able to provide the data needed to add a student to your PowerSchool account: Student Name (exactly as it appears in PowerSchool), Access ID, and Access Password. You will be asked to verify your identity/association with your students in order to keep student's data safe.

you can link up to 7 students to your parent account. Once created your parent account will work on any browser by going to the above link and signing in. Alternatively, once your parent account is created you can use the PowerSchool app on your mobile device. You will need the following "district code" to setup the PowerSchool app: RHZF

Once you have an account set up, **all families will need to login to fill out the enrollment forms** for this school year. Log into the PowerSchool Portal then go to "Forms":



Then complete the all of the forms within the "Enrollment" tab:

The screenshot shows the PowerSchool SIS interface with the "Enrollment" tab selected. A red arrow points to the "Enrollment" tab. Below the tabs, there is a search bar labeled "Search forms...". The main content area is divided into sections: "Ecollect Communication" with the form "M. Acknowledgment of Completion" (Not Started), "Ecollect Demographics" with forms "A. Student Demographics", "B. Student Address", "C. Birth Verification", "D. Student Contacts", and "D1. Legal Guardians", all marked as "Not Started".

If you need to make online payments, use this link:

The screenshot shows the PowerSchool SIS interface for a user named Sarah. The navigation menu on the left includes "Purchases and Payments", which is highlighted with a red arrow. The main content area shows "Grades and Attendance" with a table for "Last Week" and a legend for attendance codes.

Exp	M	T	W

Legend  
Attendance Codes: Blank=Present | I=In-school | L=Long Term | F2F=Face-to-Face | D=Dismissed Early | Z=Count Day Present

Food service balances from past school years cannot be paid online and need to be made via check or cash at any MAPS office.

Need Help? Contact a school office and they will be able to assist you in creating and adding your student's account(s). Thank you for your help in reaching our goal. We hope you find this new feature helpful.

Sincerely,

Ken Blakey-Shell, District Technology Director  
Manistee Area Public Schools