

# Enrolling a New Student

Navigate to <http://www.oess.org> and select the school your student will be attending under Our Schools. From the menu on the right, select School Information > New Student Registration.

Click the link for the Initial Contact Form for Registration

Alternatively, navigate directly to the enrollment website at <https://oess.powerschool.com/public/formbuilder/form.html?formid=1290212>

## Pre-Registration Process


Fill in all fields. Required fields are noted with an asterisk. \*  
(NOTE: Gender is a required field for students to be imported in SIS.)

Initial Contact Form for Registration

**IMPORTANT PRE-REGISTRATION INFORMATION**  
**Registration is not complete until you have created your Parent PowerSchool Account and submitted all necessary registration forms.**  
You will receive an email from PowerSchool with instructions on how to create your PowerSchool account once this Initial Contact Form for registration is approved by the school Administrative Assistant. Your school's Administrative Assistant will contact you with your child's start date once all forms have been submitted.

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**Student Information**

<b>Legal First Name *</b> As it appears on birth certificate	<b>Full Legal Middle Name</b> If on birth certificate	<b>Last Name *</b> As it appears on birth certificate
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>DOB *</b> MM/DD/YYYY		
<input type="text" value="MM/DD/YYYY"/> 		
<b>Gender *</b>		
<input type="text" value="*"/> ▼		
<b>Incoming Grade Level *</b>		
<input type="text" value="*"/> ▼		

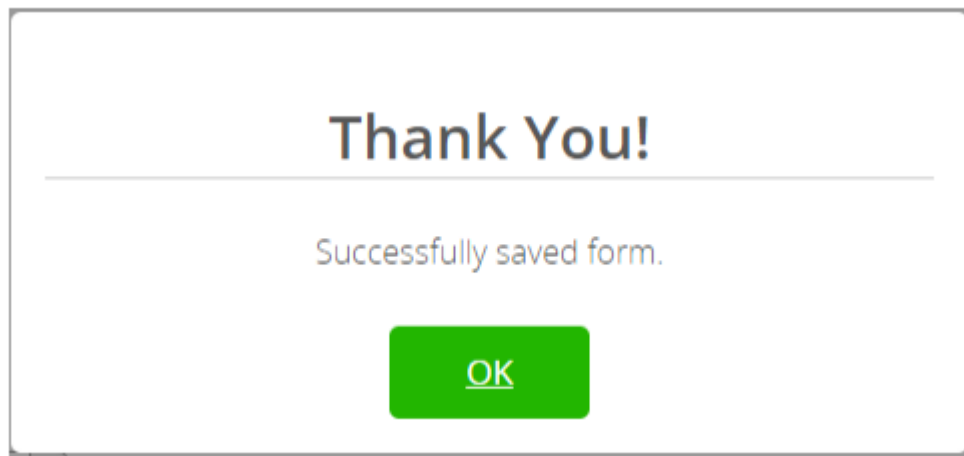
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**Household Information**

<b>Street *</b>	<b>City *</b>
<input type="text"/>	<input type="text"/>
<b>State *</b>	<b>Zip *</b>
<input type="text" value="CT"/> ▼	<input type="text"/>

After all information has been completed, select submit at the bottom of the form.

A confirmation message will appear on the screen. Select **OK**.



If you have another student to pre-enroll, repeat the process above..

After your pre-registration has been approved by the school personnel, you will receive an email with access information and instructions on how to create a parent account and complete the enrollment request for your student(s). **Please check your junk/spam folder for email** if it seems to be taking a while to receive. If you are still not seeing the email you might need to reach out to your carrier to see if they have blocked the email for some reason. **Do not pre-register your student again.**

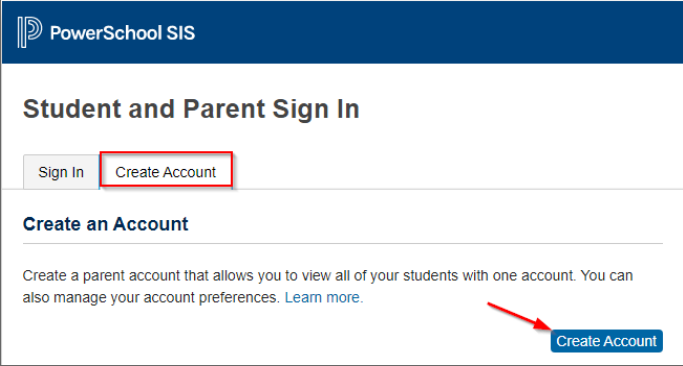
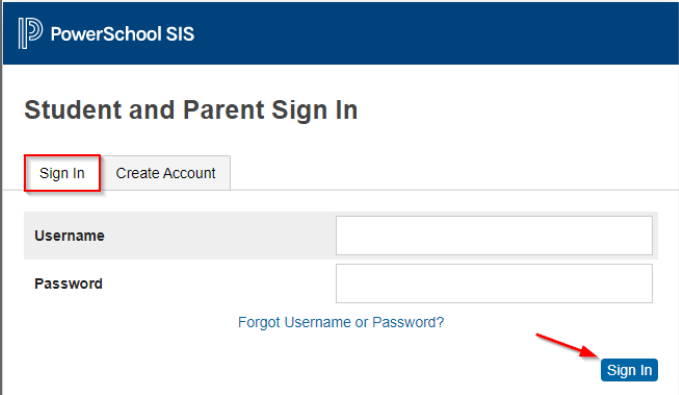
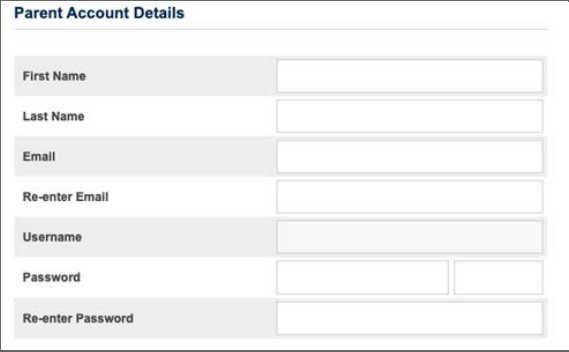
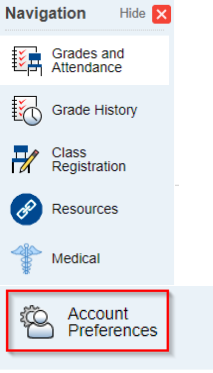
# Enrollment Process

Complete all steps:

1. Set up a new Parent Portal account  
or
1. Add a student to an existing Parent Portal account
2. Complete the Enrollment forms
3. Upload documentation

## Step 1: Create a new Parent Portal account or Add a Student to an Existing Parent Portal Account

Click the link within the email to either create a parent portal account or add an additional student to an existing parent portal account. Alternatively, navigate to the portal via SIS address.

Create a New Parent Portal Account	Add a Student to an Existing Parent Portal Account
<p>Choose <b>Create Account</b> from the Student and Parent Sign In Screen</p> 	<p><b>Sign in</b> with the previously established username and password.</p> 
<p>Fill in the details to set up a Parent Account. The email address will automatically populate in the Username field.</p> 	<p>After signing in, go to Account Preferences in the Navigation bar on the bottom left.</p> 

Multiple students can be linked using individual Access IDs and Access Passwords. Multiple students can be added at this time.

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.

From the Account Preferences screen the student can be added using the Access ID and Access Password included in the email

**Account Preferences - Students**


Profile **Students**

**Add Student**

**Student Access Information**

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

Select the student name in the blue bar at the top of the screen to begin enrollment.

 **PowerSchool SIS** Parent Portal

**Student**

**Navigation** Hide

**Enrollment**

**Enroll Form Listing for Test, Student A**

Student Number:  Grade Level: 3

## Step 2: Complete the Enrollment Forms

Complete each required form by selecting the form name.

All Forms Enrollment

Search forms...

Demographics

E1. Student Demographics	Empty
E2. Student Address	Empty
E3. Birth Verification	Empty
E4. Student Contacts	Empty
E5. Parent / Guardian Information	Empty
E6. Emergency Contacts	Empty

Health

E7. Health Information	Empty
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Permissions

E11. Student Policy Agreements and Photo Permissions	Empty
E12. Acknowledgment of Completion	Empty

Forms will be listed across the top of the page in tabs. Continue until all forms have all been filled out.

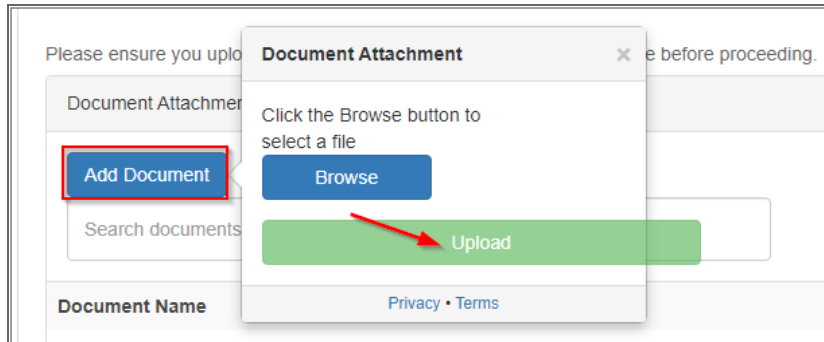
◀ Student Demographics 02 - Birth Verification 03 - Address 04 - Parent/Guardians 05 - Emergency Contacts 06 - Health and Medical 07 - Medical History 0 ▶

There are no previous responses to this form.

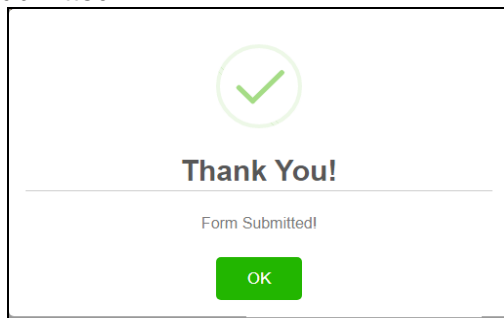
01 - Student Demographics

### Step 3: Uploading Documentation

Upload documents by selecting **Add Document**. Select file you wish to upload and select **Upload**.



After all forms have been filled out and submitted a message displays indicating the forms have been submitted.



Once all forms have been accepted by the school you will receive an email from the school confirming the exact start date and additional school specific information.