

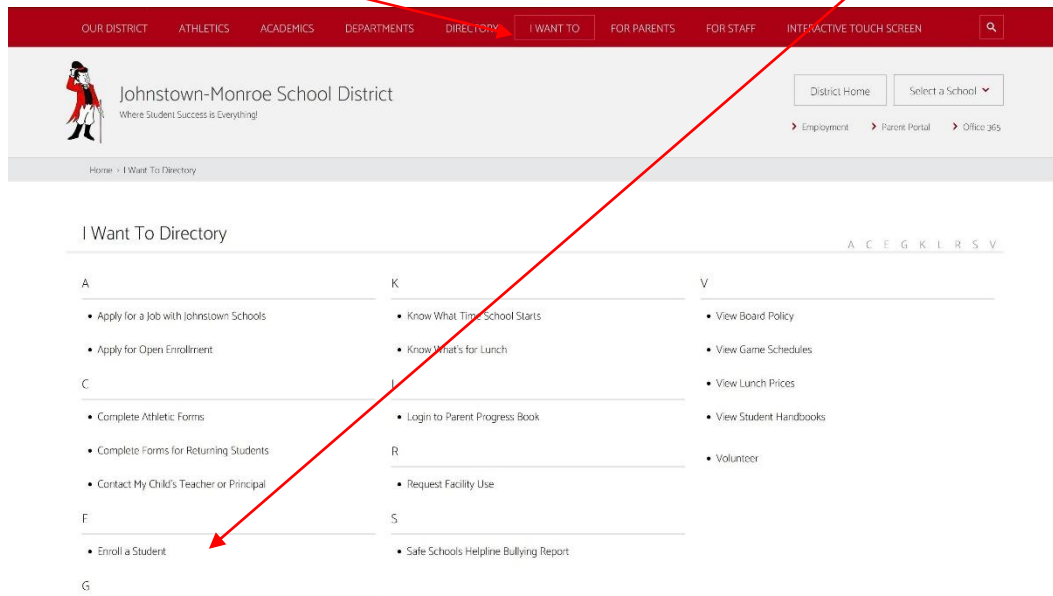
Johnstown-Monroe Local Schools New Student Enrollment Instructions

Step I - Gather Required Documents

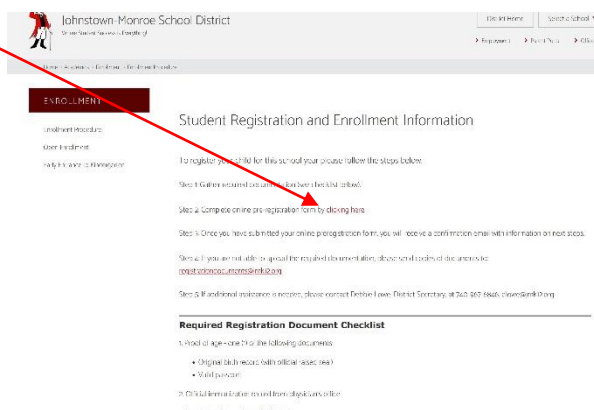
1. Proof of Age – one (1) of the following documents
 - a. Original birth record
 - b. Valid passport
2. Official immunizations record from physician's office
3. Proof of residency from the list below
 - a. Deed indicating ownership of property within the school district
 - b. Mortgage statement with parent/guardian's name and address of property
 - c. Property tax bill
 - d. Lease or notarized Landlord Affidavit that includes the property address. The lease shall be current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants.
 - e. Valid drivers license **and** voter registration card
 - f. Current major utility bill showing the service address matching the enrollment address

Step II – Pre-Registration

1. Open an Internet browser and navigate to www.johnstown.k12.oh.us.
2. Click on the **I Want To** tab at the top of the screen and then the **Enroll a Student** link.



3. Navigate to the pre-registration form by clicking the link on the Enrollment and Registration page as pictured below.



4. Complete the information on the Pre-Registration form. If your form submission is successful, you will receive an automated email from powerschool.@k12.state.us. Please note, this is only information for pre-registration. You will receive a second email with instructions once your pre-registration form is approved by the school registrar. Your child will not be enrolled until all the enrollment forms are completed by following the steps below.

The screenshot shows a 'Pre-Registration Form' with the following sections:

- Student Information:** First Name, Middle Name, Last Name, Home Phone, DOB, Gender, Ethnicity, Race, Home Email.
- Household Information:** Street, City, State, Zip.
- Guardian Information:** Email, Birth Year, Emergency Contact.

A red arrow points to the top of the form.

Step III – Complete the Enrollment Process and Forms

1. Once your pre-registration is approved by the registrar, you will receive an email from PowerSchool with instructions and an Access ID and Password needed to complete the enrollment process. The email with instructions will come from powerschool@k12.state.us. If you do not receive an email within a few minutes, please check your spam folder.
2. Once you have the email from PowerSchool, open an internet browser and type <http://johnstown.powerschool.com> in the address bar.
4. Click on **Create Account**

The screenshot shows the 'Student and Parent Sign In' page. It has a 'Sign In' button and a 'Create Account' button. A red arrow points to the 'Create Account' button. Below the buttons are fields for 'Username' and 'Password', and a 'Forgot Username or Password?' link. A 'Sign In' button is at the bottom right.

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5. Click on the **Create Account** button at the bottom of the box.

The screenshot shows the 'Student and Parent Sign In' page. It has a 'Sign In' button and a 'Create Account' button. A red arrow points to the 'Create Account' button. Below the buttons is a section titled 'Create an Account' with a description: 'Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.' A 'Create Account' button is at the bottom right.

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6. Create the Parent Account. Type in your First Name, Last Name and Email address in the fields provided. Create a parent Username and Password of your choice. It is important you keep your username and password secure. Enter your students full name, Access ID and Password that you received in the automated email.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 8 characters long, -Contain at least one uppercase and one lowercase letter, -Contain at least one letter and one number, -Contain at least one special character

Link Students to Account

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

1

Student Name

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- Choose

7. Click enter and you should see a message indicating that your account was created. **You may need to log into your email account to verify your Parent Portal account.**
8. Once your account is created, login with the username and password you created.
9. Click on the **Forms** icon on the left-hand side of the screen.
10. Select the **Enrollment** tab at the top.



Test3

Navigation

- Grades and Attendance
- Missing Assignments
- Grade History
- Report Card
- Locker Information
- Standards Based Report Card
- Course Based Report Card
- Student Transcript

School Form Listing for Test3, Test3

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

General Forms | Class Forms | **Enrollment** | Student Support

Legend

Icons - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

11. Complete **forms A through K**. After each section, please click the Submit button to save your data and advance to the next section. If the form submission was successful, a pop-up window will open thanking you for the submission.

Enroll Form Listing for Test 4, Test 4

Your preferences haven't been configured.
To configure if and how you'll receive notifications for forms, please use the buttons above to set your preferences.

General Forms | Class Forms | Enrollment | Student Support

Search forms...

New Student Registration

A. Student Demographics	Empty
B. Student Address	Empty
C. Previous School/Special Services	Empty
D. Student Contacts	Empty
E. Free and Reduced Price Lunch	Empty
F. McKinney-Vento Act	Empty
G. Migrant Worker Questionnaire	Empty
H. Home Language	Empty
I. Medical	Empty
J. Transportation	Empty
K. Agreements	Empty

12. If you are not able to upload the required documentation in the Parent Portal, please send copies of documents to: registrationdocuments@jmk12.org.
13. If additional assistance is needed, please contact Debbie Lowe, District Secretary, at 740-967-6846, dlowe@jmk12.org.