# PowerSchool Online Student Enrollment-Annual Registration

Fountain Hills Unified School District will begin using online forms through the PowerSchool Parent Portal. In order to access the forms, you will need a PowerSchool Parent Account with all your students added to it. If you need assistance with creating a PowerSchool Account, please reference the "How to Create Your Parent Account for PowerSchool" located under the section titled Resources - PowerSchool on the district website https://www.fountainhillsschools.org.
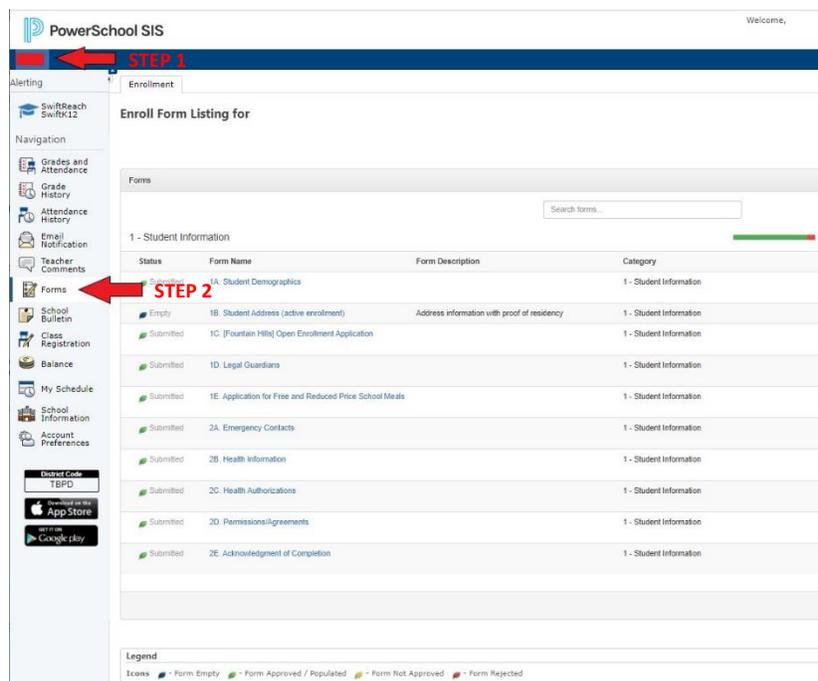
Getting Started

Login to your PowerSchool Parent Portal at https://fhusd.powerschool.com/public/home.html
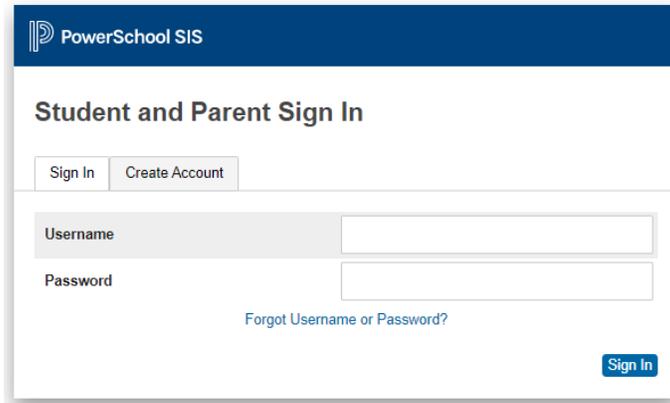
1. Once logged in, select a student from the tab along the top.

2. Then click on the **Forms** tab on the left side of the page.

3. Then click on enrollment tab and you will then see what forms you have for that student.

Please note that you can only look at the set of forms under one student at a time.

PowerSchool Online Student Enrollment-Annual Registration

Above you can see forms required for registration. Forms may be grouped into categories. As you complete forms, the status bar for that category will change from red to green. A form can have one of four statuses, as noted in the Legend bar at the bottom of the sample image above.

A red bar indicates you have not yet submitted the form. The above sample shows all forms have been submitted for that student in particular. It will turn green once you have completed and submitted it. Some forms are only able to be submitted one time per school year.

If you have more than one student in the district, you will have to go to each student tab to view and submit forms for each of them. Depending on the form, it may not be applicable to all schools. When you are logged in, you will only see forms that are published for the appropriate schools. Submitting under one student, does NOT submit for all of your students.

If a new form is added, you will be notified by your school. Please note that a form may also have a deadline and will then be unpublished on the expiration date from your page, even if it has not been filled out.

Submitting a Form

Once the form is filled out, press the Submit button at the bottom of the page. Your form will be submitted and you will be directed to go to the next required form for the student you are logged in under. If the form submission was successful, a pop-up window will open thanking you for the submission. Some forms may be "Submit for Family" so choosing this option will allow you to choose which of your children you would like this submission to apply to. This is really useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using "Submit for Family" will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.

Save vs. Submit

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to pause registration.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

When to Save:

• You need to step away from the device you are using

• You do not have all the required information but have filled out some of the information When to Submit:

• You are ready to send the form to the school/district

PowerSchool Online Student Enrollment-Annual Registration

Approval

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
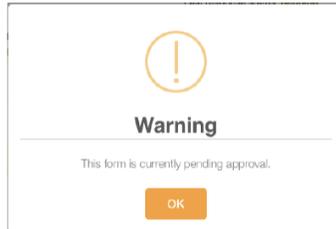
The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Forms page, a pending form will have the status of Pending will be highlighted yellow.

If the form is approved, the status will be Approved background will return to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be Rejected.

Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up like the following example.

Click the Edit Rejected button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status. Please check your PowerSchool Parent Portal regularly as we are planning many new enhancements throughout the school year.