



# SANGER UNIFIED SCHOOL DISTRICT

## RETURNING STUDENT REGISTRATION 2018-2019

Sanger Unified School District will be using PowerSchool registration for all students returning to our schools. This system allows parents to verify their student's demographic, emergency and medical information prior to the start of the new school year. The online form will also allow parents to digitally sign annual permissions and agreements required for various school district policies and programs.

If you already have a PowerSchool parent account, you may access the online form **beginning July 2, 2018** by doing the following:

- 1) Go to the PowerSchool Parent Portal at [powerschool.sanger.k12.ca.us/public](http://powerschool.sanger.k12.ca.us/public)
- 2) Click on student's name located in the blue bar;
- 3) Click on the Registration icon located on bottom left;
- 4) Complete the information update pages, and SUBMIT.
- 5) Fix any errors or omissions as needed.
- 6) To update another student, go back to PowerSchool and repeat.

**You will need to print the submission letter to use for school registration.** Please return the submission letter to your child's teacher. You can also choose to print a copy of the submitted form and download any additional required forms.

If you don't have a PowerSchool account, **please contact the school office for assistance.**

We need **all returning families** to complete these forms **before** the start of school. If you do not have access to the Internet, please contact your child's school at 559-524-6430.

**Students with online registration completed by Friday, August 17<sup>th</sup> will receive a free popsicle!**



### *Frequently Asked Questions*

**Do I have to answer every question?** Questions marked with a RED asterisk (\*) are required.

**What if I made a mistake?** If you would like to make a change – prior to submitting the form – you can either navigate back to the page using the “<Prev” and “Next>” buttons. Or, if you are on the Review page, click on the underlined field. If you have already submitted the form, then you will need to contact your student's school, so staff members can make the change for you.

**I've completed the form. Now what?** Once you have finished entering your information, click “Submit”. This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

**What if I have more than one student in the district? Do I have to do this for each child?** Yes, because you'll need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to “snap” (or share) selected family information, which saves you time.