



# PowerSchool Parent Portal

## ONLINE ENROLLMENT & ANNUAL REGISTRATION SYSTEM

### NEW STUDENTS

New K-12 Resident and Schools of Choice students will use the pre-registration link located on the district homepage.

This online process will replace the paper enrollment and Schools of Choice application process. If you do not have access to a phone or computer to fill out the forms, a time can be scheduled to come in and fill out the forms at one of our buildings.

#### Steps:

1. Click the link to fill out the pre-registration form for **new** K-12 resident students and **new** School of Choice applicants. Current GSRP families will be given their access code to enroll for kindergarten.
2. You will receive an email confirmation that your pre-registration was received.
3. Please allow 7-10 business days for approval. We will be verifying the information you submitted on the form.
4. Once approved, you will receive an email to create your parent portal account to access the online enrollment forms.
5. Enrollment forms for your new student will be found in your parent portal.
6. Fill out the enrollment forms online. Required documents can be uploaded in the Parent Portal or you can schedule a time to drop off required documents including birth certificate, vaccination records, etc. to your building or the administration center.

#### Preschool Families:

**GSRP** will NOT use this online registration form. Please call the Early Childhood Center at 586-716-7862.

**ECSE** families need to call Special Services at 586-949-4513 for approval before doing the online enrollment process.

**WELCOME TO ANCHOR BAY!**

### EXISTING STUDENTS

#### All Returning Students

All existing Anchor Bay students will use the online process for returning to school in the fall! Parents will need to log into their parent portal account and fill out "Annual Update" forms for their students. These forms will replace the paper forms that were sent home at the beginning of the school year to confirm items such as emergency contacts and health conditions.

It will be required that every student have these forms filled out by their parent/guardian. We anticipate that this process will start in late-July. We will send out a SchoolMessenger and post information on our website and social media accounts.

**Make sure you can log into your Parent Portal account and have access to all your students!**

If you have lost your login information, please contact your school's office. Questions, contact your school office, email [enrollment@abs.misd.net](mailto:enrollment@abs.misd.net) or call (586) 725-2861.

#### Move Outs

Did you move out of the district and want to remain at Anchor Bay through Schools of Choice? Log on to your parent portal account to access the Schools of Choice form. Go to "Forms", then "Enrollment", and fill out "2023-2024 Out of district Schools of Choice Application."

#### In-District Transfers

Anchor Bay residents that are requesting a building other than their resident building can fill out the In-District Transfer form. Log on to your parent portal account to access the Schools of Choice form. Go to "Forms", then "Enrollment", and fill out "2023-2024 In District Transfer." If you do not have a parent portal account, contact your building's office to receive an access code.

**NO PAPER FORMS IN THE FALL!**