



Enrollment Express Frequently Asked Questions

What do I do if I can't access the online system on my phone or computer?

- Please schedule a time at your building or the Administration Center to come in and fill out the forms online.

Where do I find the Enrollment Link?

The link to the Enrollment Express Pre-Registration Form will be on:

- District Home Page
- Every School's Home Page
- Enrollment Page – access through the "enrollment information" banner

How do I know what building to enroll in?

- **Live in the district:** Use this link to "[Find My School](#)" before you click the Pre-Registration form link. Type in your address and it will let you know your elementary or middle school.
- **Have a Young 5's student?** Select Kindergarten as the incoming grade
- **Schools of Choice:** Select Enrollment School as your resident school. You will get to indicate your preferred school later in the process. This is only available during the School of Choice enrollment period.

What about preschool?

- GSRP will NOT use the online registration form. Please call the Early Childhood Center at 586-716-7862 for the GSRP enrollment process.

What happens after a pre-registration form is submitted?

You will receive an email that the pre-registration form has been received. The form will be reviewed & approved/denied – please allow 7-10 business days. When approved, parents receive email with access code to set up parent portal to complete the enrollment packet.



Enrollment Express Frequently Asked Questions

How do I set up a Parent Portal account?

There are instructions in the email that contains the access code and password. Full instructions are available at <https://www.anchorbay.misd.net/parents-/powerschool-portal/>.

- **Already have a parent portal account?** You will go into your account through a web browser and not the app. Go to account preferences, then click the student tab, and then to use the access code and password to “Add” a student. (blue button, top right corner)

Will my student be “approved”?

- If you live in Anchor Bay boundaries and are applying for your “resident building,” your student will be approved.
- If you live in Anchor Bay boundaries and are looking for an in-district transfer to a different building. Fill out the pre-registration form and there will be an in-district transfer form available during the open enrollment period on the online enrollment site. You are always accepted to your resident building. Approval to the requested building will be based on space availability.
- If you are applying for Schools of Choice, your student will be approved as long as they don’t have prior suspensions or expulsions or an out of county IEP. Anchor Bay has unlimited space for K-12 students. Students with prior suspensions or an out of county IEP will be approved/denied on a case by case basis. Building placements will be based on space available/classroom sizes, those will be reviewed in June, July, and August. The deadline for Schools of Choice applications is posted on the district website.

Didn’t get your parent portal verification email?

- Check your spam folder
- Give it a few minutes to process
- Refresh the page by hitting F5 on the keyboard



Enrollment Express Frequently Asked Questions

What do I do after I verify my email?

Once you successfully created your parent portal account, it is time to fill out the enrollment paperwork (this used to be the huge packet of paperwork collected! Now it is all electronic.)

I'm in the parent portal, but I don't see the enrollment paperwork.

- Website: Click on Forms (left side of page) then Enrollment Tab
- App: Click on More, Forms, then select Enrollment

It won't let me upload my documents.

- There is a maximum size allowance for document uploads.
- If you can't upload your documents, please call your building to schedule a time to bring them in.

I applied for Schools of Choice last year and my student is currently attending Anchor Bay, do I need to apply every year?

- No, you do not need to apply for School of Choice annually

I moved out or plan to move out of Anchor Bay District but want my student to continue to attend next year. What do I do?

- **Log in to your parent portal account.**
 - Website: Click on Forms (left side of page) then Enrollment Tab
 - App: Click on More, Forms, then select Enrollment
- The Out of District Schools of Choice Application will be available during the Schools of Choice enrollment window.

My student is currently in the Young 5's program, do I need to fill out the pre-registration form for them to go to Kindergarten next year?

No, your student will rollover into Kindergarten at your resident elementary school.



Enrollment Express Frequently Asked Questions

Do I need to enable notifications?

Yes. Please enable notifications in the forms section to get updates. Click the blue gear.

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

Preferences

Enable Parent Notifications

Yes ☐ No ☐

Save

Cancel