

## FAQ for Online Kindergarten Student Enrollment

### **Q. What is PowerSchool Parent Portal?**

A. PowerSchool Parent Portal is a secure and private online resource that allows parents to enroll new students. It is also used for verifying information on currently enrolled students at the beginning of a new school year.

### **Q. I want to enroll my child electronically. Where do I find the link to enroll my child?**

A. Visit the Van Buren School District website, [www.vbsd.us](http://www.vbsd.us). Click the Kindergarten Registration Screen and select the Kindergarten Enrollment link. (English or Spanish) There is also a short tutorial video to assist with Kindergarten online enrollment.

### **Q. What is my login information?**

A. Parents must create a new account by entering their email address and a password of six or more characters. Applicants must fill out all required fields of the form to create a login.

### **Q. How do I create a new account?**

A. Enter a valid email for parent. This email is used for communication from your child's school as well.

### **Q. I don't currently have an email account. How do I obtain one?**

A. An email address is required for PowerSchool. Google and Yahoo offer free email accounts.

### **Q. Should I create an account for each parent?**

A. It is preferred to create one account per household where the child resides. This account will have ability to enroll a new student, as well as update information on a currently enrolled student (aka, returning student) at the beginning of a new school year.

### **Q. How do I change my parent portal password?**

A. From the Parent Portal login page, click "Forgot Username or Password." An email will be sent to the email used as login information with a new password.

### **Q. I am not able to complete the entire process at this time. Can I save what I've done and come back to complete at a later time?**

A. Yes, at the top right of screen is a circle with your initials. Select that circle and select 'Save and Sign out'. Your child's records are considered 'In Process'. You can come back at a later time and pick up where you left off.

### **Q. How do I log out?**

A. It is highly recommended you sign out to prevent the next person using the same device from accessing your child's information. At the top right of screen is a circle with your initials. Select that circle and click 'Save and Sign out'.

**Q. I submitted my child’s online enrollment, but I need to change some information. How do I make corrections?**

A. Once a student’s data has been submitted, a parent no longer has access to the record. They must contact the school to make necessary updates to the data.

**Q. What does it mean to be “homeless?”**

A. Homeless means a student lacks a fixed, regular, and adequate nighttime residence.

A student is classified as homeless if he/she:

- Is doubled up and living with other family, such as a grandparent or aunt.
- Lives in a hotel or motel.
- Lives in a shelter or transitional house/home.
- Lives in unsheltered areas, such as in a car or a park.

**Q. What is an “unaccompanied youth?”**

A. A student is considered an unaccompanied youth if he/she is classified as homeless and is not in the physical custody of a parent or guardian. (Example-Student lives with a grandparent who is not a legal guardian).

**Q. What is a 504 Plan?**

A. A student who is found to be eligible under section 504 of the Rehabilitation Act of 1973 will have a 504 plan.

