

FAQ for Online New 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. Click the Parents link and select Prospective. Click New Student Enrollment and scroll down to select the enrollment link. (English or Spanish) There is also a short tutorial video to assist with 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.

