Alma Public Schools now offers an on-line enrollment process that will allow you to complete forms electronically and upload required documents directly to your student's PowerSchool Profile. Below are instructions for both steps of the enrollment process. We encourage you to reach out should you need assistance.
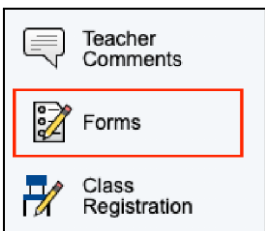
1. *Pre-Registration:*

Parents/Guardians of all **NEW to the District students** *or* **RETURNING from being unenrolled students** are required to complete the single page Pre-Registration Form by following this link:

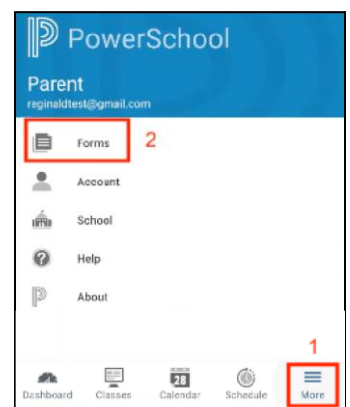## https://shorturl.at/nsBM4

2. *Enrollment Forms:*

A) After you have completed the above Pre-Registration form **and the school has approved your application**, you will receive an email containing step by step instructions for setting up and linking your child to your PowerSchool Parent Portal account. The emailed instructions also include how to link your child to an existing Parent Portal account if you already have one.

B) Next, log in to your Parent Portal. If you have more than one child at the school, select the correct child at the top of the screen. Using a computer, navigate to **Forms** on the left hand side. If using the PowerSchool App, tap **More** at the bottom and select **Forms** from the menu**.**

C) You will then be taken to the Forms page. Select the **General Forms** tab and follow the instructions in the READ_ME file. **Returning students** only need to verify forms R1-R6

D) The required forms you need to complete are listed below based on the school / grade level you are enrolling with:

Enrollment Tab	Elementary Pre-K to 5th	Middle School 6th-8th	High School 9th-12th
Alma Public Schools First Time Registration			
01. Enrollment - Student Demographics	☐	☐	☐
02. Enrollment - Student Address	☐	☐	☐
03. Enrollment - Student Contacts & Custody	☐	☐	☐
04. Enrollment - Transportation Request Form	☐	☐	☐
05. Enrollment - Residence Survey	☐	☐	☐
06. Enrollment Field Trip Permissions	☐	☐	☐
07. Enrollment - Home Language Survey	☐	☐	☐
08. Enrollment Disclosure of Immunization	☐	☐	☐
09. Enrollment Permissions/Agreements	☐	☐	☐
10. Enrollment - Previous Enrollment and Request for Educational Records	☐	☐	☐
11. Enrollment - Special Education Transportation Request Form	☐	☐	☐
12. Dismissal and Early Dismissal Questionnaire	☐	☐	☐
Alma Public Schools Required Documents - Upload Area			
Birth Certificate, Immunization, Custodial, Residency	☐	☐	☐