

September 1, 2021

Dear Melican Families -

Please see the communication below regarding PowerSchool and completing forms.

Respectfully,

Michelle Karb, Principal

## **The Public Schools of Northborough and Southborough**

### **Returning Student**

#### **Instructions for First Day of School Forms**

Welcome back to the Public Schools of Northborough and Southborough! For the upcoming school year we will be using a new online process to update critical student contact, safety and medical data. These online forms will replace most of the first day of school forms that need to be completed for each student.

Our updated procedure will keep all information in one secure place for easy access and processing for parents/guardians and school personnel. The forms and information will be stored in our new Student Information System, PowerSchool.

Completing these forms is required for ALL new and returning students for the 2021-2022 school year and requires a valid email address that is already connected to your student. We ask that you complete these forms by **September 22nd**. If you currently receive email messages from the school district, you will receive the communication about PowerSchool.

These instructions are ONLY for students that have already registered for school. If you haven't registered for school, please return to the District Home Page - <https://www.nsboro.k12.ma.us/>

#### **PowerSchool Access**

- At the start of the school year, every student's primary contacts (parents and guardians) will receive an email invitation from PowerSchool to complete the online forms. This email correspondence should be saved for your records. Please also be sure to secure any passwords that are created to access this confidential student information.
- Once you have logged into your account, you will need to complete the Returning Student Forms. These forms will look similar to the First Day of School forms that are sent home on a yearly basis.
- Each school may require some additional forms that are not included. That information will be sent from the principal's office.
- ONLY one contact needs to complete the forms for each student.
- **The access code for each student can only be activated by one parent/guardian email address.**

#### **Frequently Asked Questions**

##### **How long will it take to complete the Returning Student Forms process?**

- The PowerSchool Returning Student forms can be completed in approximately 15 minutes.

### **Do I need a computer to complete the registration?**

- A computer is required to complete the returning student forms.
- If you do not have access to a computer, please contact the school's main office.

### **When will I receive the invitation to complete forms?**

- The email invitation will be sent on **September 8th**.

### **Who do I contact for support to complete the forms?**

- Included in the invitation will be directions about how to get help should you have any questions
- Once the school offices open, the administrative assistants will be able to help you.
- If multiple guardians/parents need to provide biographical information about the student, please contact the school's main office.
- For additional support visit the [PowerSchool Community website](#)

### **Do I need any documents to complete the Returning Student Forms?**

- You may need to provide updated documents to complete this process. This includes but is not limited to: updated immunization records, change of address information (residency documents), and any other information that has changed over the summer.

### **Translation Services**

If you require translation services to complete the registration process, please use the following instructions to access Google Translate:

1. Be sure you are using Google Chrome as your web browser.
2. "Right Click" anywhere on the white space of the webpage and a menu will appear.
3. Select Translate to English from the menu. The Google Translate Menu will open at the top right of the page.
4. Click on the Ellipse to Choose Another Language. The Ellipse Icon looks like this:
5. You will be required to translate each page of the Registration Module separately.

To access the Google Translate Menu again, Click on the Google Translate Icon located on the far right hand side of the search bar. The Google Translate Icon looks like this: