F5 FLORENCE
SCHOOL DISTRICT FIVE

How to enroll a NEW student

Welcome to FSD5!

1 Please visit our website www.fsd5.org to find the pre-registration links for new students.
There are 2 different options:
New 4k & 5K Students
New 1st grade- 12th grade Students.

2 After filling out the pre-registration form online, go to the school to bring the following documents in order to continue the registration process:

- **Birth Certificate (long form)**
- **Social Security Card**
- **Immunization Records**
- **Withdrawal form from current school (if applicable)**
- **2 Approved Proofs of residence**
  (Current electricity bill, current gas bill, current water bill, drivers license with current address, current official rental/ lease agreement)
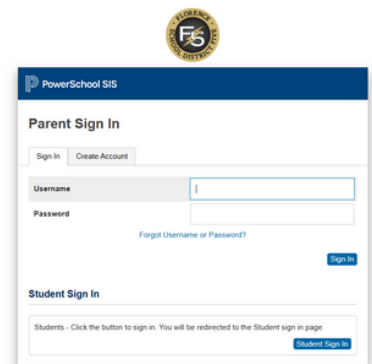
IMPORTANT! Also fill out a Records Request form while at your new school.

JES : 4k-5th grade   JMS : 6th -8th grade   JHS : 9th -12th grade

3 School personnel will be able to approve your pre-registration request when we have all documents from you.

An email will be sent to you when you are approved. Please check your junk/ spam folder if it seems to be taking a while to receive. This email will give you instructions on how to create your parent account, and will also give you the necessary Access ID and Access Passwords for the students you are enrolling into FSD5.
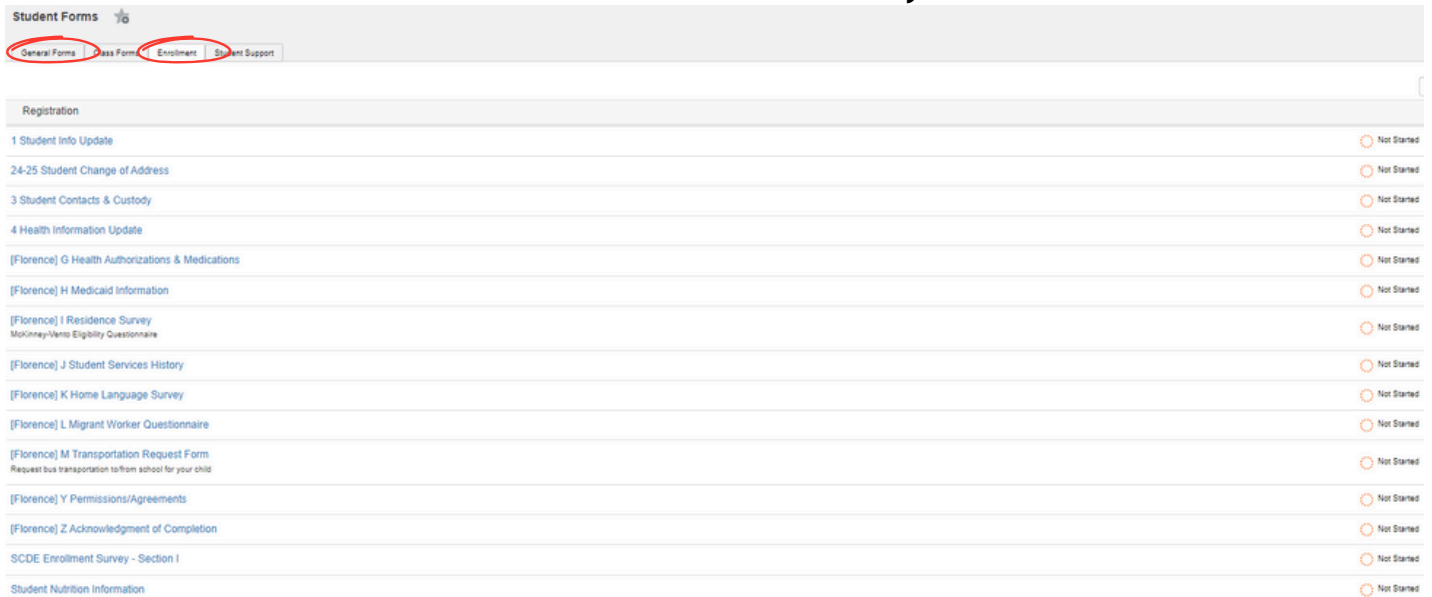
4 After you have created your account and added your students, Please visit our district's PowerSchool website at www.fsd5.powerschool.com to log into your Parent Portal.

5 For parents who have multiple children, you can toggle between children on your account by selecting their name on the blue tool bar at the top of the page.
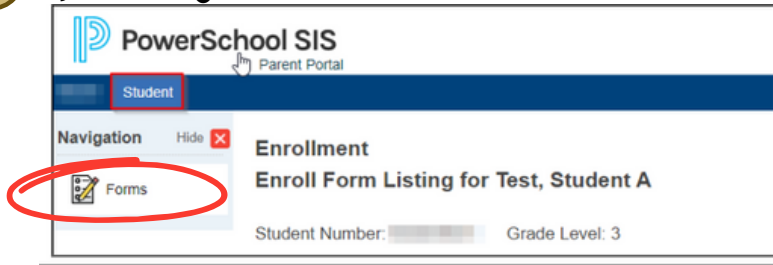
- **Click on the "Forms" icon on the navigation toolbar on the left side of your screen to open the forms.**
- **Click on "General Forms" to complete the: Student Laptop Use Agreement form first.**
- **Next, click on "Enrollment Forms" to find the rest of your enrollment forms to fill out.**

Student Forms

General Forms | Class Form | Enrollment | Student Support

Registration	
1 Student Info Update	○ Not Started
24-25 Student Change of Address	○ Not Started
3 Student Contacts & Custody	○ Not Started
4 Health Information Update	○ Not Started
[Florence] G Health Authorizations & Medications	○ Not Started
[Florence] H Medicaid Information	○ Not Started
[Florence] I Residence Survey McKinney-Vento Eligibility Questionnaire	○ Not Started
[Florence] J Student Services History	○ Not Started
[Florence] K Home Language Survey	○ Not Started
[Florence] L Migrant Worker Questionnaire	○ Not Started
[Florence] M Transportation Request Form Request bus transportation to/from school for your child	○ Not Started
[Florence] Y Permissions/Agreements	○ Not Started
[Florence] Z Acknowledgment of Completion	○ Not Started
SCDE Enrollment Survey - Section I	○ Not Started
Student Nutrition Information	○ Not Started

6 On the "Change of Address Form," you will be asked to upload 2 approved proofs of residence. You can do this by taking a picture of the document and saving it to your phone or computer to upload.

Does your Student Information need any corrections? *
○ Yes   ● No

Are you registering a student that is out of district (tuition payer)? *
If you are an out of district tuition payer, you must see Robin Altman at the District Office to pay tuition fees. This form will not be approved until tuition is paid! A student is not considered registered until all registration forms are complete and approved as applicable.
○ Yes   ● No

Proof of Residency
You are required to provide documentation of the student's residence within the service area of the school you wish to enroll them in.

Please provide two of these documents (NOTARIZED LETTER OF SHARED RESIDANCE FORM DOES NOT COUNT AS PROOF OF RESIDENCY) *
☐ Rental/Lease Agreement signed within last year
☐ Utility Bill
☐ Drivers License or state ID
☐ Property tax bill from current calendar year
☐ Employee child (upload a copy of release letter from residing district and copy of drivers license)

Proof Document #1 *
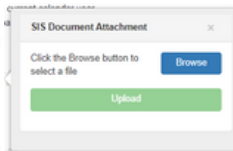
Upload

Please make sure that you upload <u>2 of the approved proofs of residence on the list.</u> Both of these documents must have the parent/ guardian's name and physical street address. The documents also must have current dates.

SIS Document Attachment ×
Click the Browse button to select a file   Browse
Upload

Proof Document #2 *

Upload

Are you currently living in a shared housing situation? *
Ex: You do not have a lease in your name or you live with friends or relatives
○ Yes   ○ No

If you click "YES" to living in a shared housing situation, another upload box will appear. You and the homeowner/renter will need to fill out the new shared housing form together, and have it notarized. You will then upload it here.
If you have a shared housing form uploaded, your uploaded 2 approved proofs of residence will need to have the homeowner/ renters name on them.

*Your form will be rejected if you do not upload the correct documents. This will cause your child not to be able to start school until you have the correct documents uploaded and approved. *

7

Add Contact

First Name

Middle Name

Last Name *

Gender

Relationship

Employer

Address [Add]
No Addresses

Phone [Add]
No Phone Numbers

Email [Add]
No Email Addresses

Permissions

Lives with Student *
○ Yes ○ No

Emergency Contact *
○ Yes ○ No

Has Custody *
○ Yes ○ No

School Pick Up *
○ Yes ○ No

Receives Mail *
○ Yes ○ No

Apply Contact to:

Contacts and Custody Form

Please make sure that you have answered all questions for each contact. It is very important to have working phone numbers for each contact, have the relationship to the student listed, and know who has permissions for the questions listed. This form can be updated at any point during the year if a phone number or other info changes. If you are making updates to a contact already on your account, click the 🖍 in their contact box. This will allow you to edit the contact.

*Your form will be rejected if you do not have the all the information listed. This will cause your child not to be able to start school until you have the correct documents uploaded and approved. *

8

Fill out all enrollment forms completely.
Once you have completed all enrollment forms, you will see the status for each form on the right hand side of your screen. The status will either be "pending," "approved," "submitted," or "rejected".
Reminders:
- **Some forms have to be manually approved by administration. It may take several days to see an approval.**
- **If the status says "not started," that form was not submitted. Please go back to that form to make sure it is filled out completely, and then hit submit.**
- **If a form has the status of "rejected," you should have received an email to let you know that it was rejected, and what caused the form to be rejected. You will have to make the necessary changes and resubmit the form for approval. Students with REJECTED forms are not fully registered, and this could cause your child to not be able to start school on time.**
- **When you see all ✅ your online registration is complete.**

✅ Approved

❌ Rejected

✅ Approved
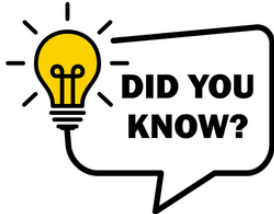
✅ Submitted

✅ Submitted

✅ Submitted

✅ Approved

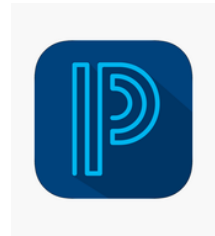✅ Submitted

✅ Submitted

9

LINQ Connect

Go to www.linqconnect.com to pay this years technology and registration fees.

DID YOU KNOW?

PowerSchool has an app for your phone. You can view grades when they post, view attendance, fill out forms, and so much more!
Our special code for FSD5 is: JGQB
Download it today to stay in the know!

App Store

Google Play

Please call your child's school with any registration questions.

Johnsonville Elementary School 843-386-2955 (4k-5th)
Johnsonville Middle School 843-386-2066 (6th-8th)
Johnsonville High School 843-386-2707 (9th- 12th)