

2017-2018 Student Enrollment Update Additional Information

[Please click here for 17-18 Returning Student Enrollment Update Letter](#)

The following email is intended for parents of current students entering grades 1-12 of the Sayreville Public Schools.

All student enrollment updates must be completed using the PowerSchool Parent Portal from a web browser. The enrollment update portal supports most desktop and mobile web browsers but is not accessible from the PowerSchool Parent Portal mobile app. The Parent Portal can be accessed at <https://powerschool.sayrevillek12.net>

When parents access the enrollment update from the PowerSchool Parent Portal, much of your information and that of your child(ren) will be pre-populated for you. You will only need to verify the accuracy of the prepopulated data, make any necessary revisions, and provide updated information for data fields that are not prepopulated, such as areas that pertain to student health and emergency contacts. Once you submit your updated form, you will not be allowed to make any additional changes from the PowerSchool Registration portal. To make any additional changes throughout the year, please contact your child(ren)'s school. A business rule will be enforced which **does not allow applications for 6th graders to be submitted without the completion of all items, especially those pertaining to immunizations.** Furthermore, the program will notify the applicant if there is essential information missing and it will direct the registrant to go back and complete it before allowing submission of the information.

For parents with multiple children, you will need to complete an enrollment update for each child. To select different children in the Parent Portal, please click their names at the top of the page and then click the enrollment update link for each child.

For more information on registration, click [here](#). To find specific directions on how to access the link in the Parent Portal, along with how to complete the enrollment update, please click [here](#).

If at any point in time you experience technical difficulty, completing the enrollment update please utilize one of the following support options:

- If you have forgotten your PowerSchool Parent Portal username/or password please click [here](#)
- For general problems accessing or using the PowerSchool Parent Portal please email powerschool@sayrevillek12.net, please note that at this time of year we experience a heavy volume of email, which may delay our responses. Please know that our PowerSchool Coordinator will respond to your email as quickly as possible.
- For problems completing or submitting the enrollment update form once you have started, you can contact the PowerSchool Registration company directly by clicking [here](#). Please note that this contact information is for a third party company that can assist you with problems with your Enrollment update form but are unable to provide support for the PowerSchool Parent Portal or provide any student/school specific information.

- For general registration question not specific to the enrollment update or the PowerSchool Parent portal you can contact Carolyn Magielnicki in our Registrars office at student.registration@sayrevillek12.net or 732-525-5200 x 5563
- Please note that this year the Enrollment Update form officially supports completion using mobile device browsers (smartphones and tablets) as well as traditional computers. You must access the Parent Portal from a web browser at <https://powerschool.sayrevillek12.net> You **CANNOT** access the enrollment update from the PowerSchool Parent Portal Mobile App
- If you are in need of access to a device to complete the enrollment update, please contact Carolyn Magielnicki at student.registration@sayrevillek12.net to schedule access to a small computer lab located at Selover School (150 Lincoln Street South Amboy). Alternatively, you can contact your child(ren)'s schools' main office to check on the availability of access to a computing device at the individual school(s). Please do not show up at the registrars office or an individual school to use a computer without making a prior appointment as space is limited and security is maintained at all district buildings.
- If you do not have a PowerSchool Parent Portal account you can get a Parent Portal access letter by emailing powerschool@sayrevillek12.net or by requesting a letter from your child(ren)'s school's main office. Please note that to obtain a Parent Portal letter in person or via email a representative from the school district will need to verify your identify and relationship to the child in question before issuing a Parent Portal letter.
- If you have problems accessing the Parent Portal or the enrollment update form please **DO NOT COMPLETE** a new student registration form using the link on the district website. New and returning student forms contain different information and are processed by the system differently. If a new student form is completed for a returning student access will not be grated to a student's schedule until the conflict is resolved by contacting powerschool@sayrevillek12.net. Please note that the process of merging a new and returning student record could take several days to complete.

SUMMARY OF INFORMATION

- Enrollment update for returning students opens exclusively in the PowerSchool Parent Portal on July 17, 2017 with a deadline of August 21, 2017. If you do not meet the deadline, you will NOT be able to view schedules on August 23, 2017.
- If you miss the deadline you may still complete the enrollment update using the PowerSchool Parent Portal, however you may not be able to view your child(ren)'s schedule by August 23, 2017. It will take several days for any submissions processed after August 21, 2017 before the schedule will be available online at the PowerSchool Parent Portal.
- Only returning students entering grades 1-12 in the 2017-2018 who attended the Sayreville Public Schools in the 2016-2017 school year need to complete the enrollment update.
- You **DO NOT** need to complete the 2017-2018 enrollment update if ant of the following applies to you:
 - You have already registered as a new student for the 2017-2018 school year;
 - Your child is attending Kindergarten for the 2017-2018 school year;

- Your child is attending any of the district Pre-School programs for the 2017-2018 school year
- Middle School and High School Student Portal accounts (accounts issued to students instead of parents) do not have access to the Enrollment Update via the PowerSchool Parent Portal. Only valid parent accounts have access to the enrollment update link.
- The enrollment update is intended to be completed by parents/guardians and not by students. Please note that any contact information changed during the enrollment update will be changed in all district systems. For academic and emergency contact, it is imperative that all contact information is accurate and updated.
- If more than one parent/guardian of a child has a Parent Portal account, only the first parent account to access the enrollment update will be able to complete the information. Please email powerschool@sayrevillek12.net to resolve any conflicts in completing the enrollment update.
- This year the Enrollment Update form officially supports completion using mobile device browsers (smartphones and tablets) as well as traditional computers. You must access the Parent Portal from a web browser at <https://powerschool.sayrevillek12.net> You **CANNOT** access the enrollment update from the PowerSchool Parent Portal Mobile App

As always, thank you so much for your attention, cooperation, and support. On behalf of the Board of Education and administration, we wish you and your family an enjoyable and safe remainder of the summer.

[2017 Directions for Returning Student Enrollment Update](#)