

TROY SCHOOL DISTRICT Kindergarten Enrollment Directions

STEP 1: Registration for Enrollment

To begin the enrollment process, please visit our website, [TSD Enrollment](#) and follow the directions for the specific year your student is enrolling. Complete the registration form that is listed as Step 1 on the website. Information required for this step:

1. Student Information:
 - Student Name
 - Home Phone Number
 - Date of Birth
 - Gender
 - Grade Level-Choose Kindergarten for both Pre-K and Kindergarten Enrollment
2. Household Information:
 - Home Address
3. Registration:
 - School or Program-Choose Troy School District (Grades Pre-K through 12)
4. Guardian Information
 - Name
 - Email Address
 - Entry Year
 - Entry Date-August 29, 2023

Click SUBMIT. You will receive an email from pssupport@troycl2.mius confirming your information was received.

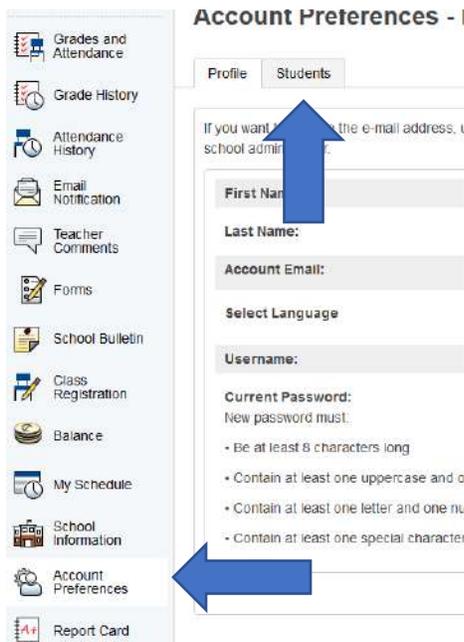
After your information is reviewed by Central Enrollment, you will receive an email with directions for Step 2.

STEP 2: Setting up your PowerSchool Parent Portal Account to complete the enrollment forms and upload the supporting documentation.

**If you already have a student enrolled in the Troy School District DO NOT create a new PowerSchool Parent Portal Account. Use the existing account and add your new student.*

Existing PowerSchool Parent Portal Account:

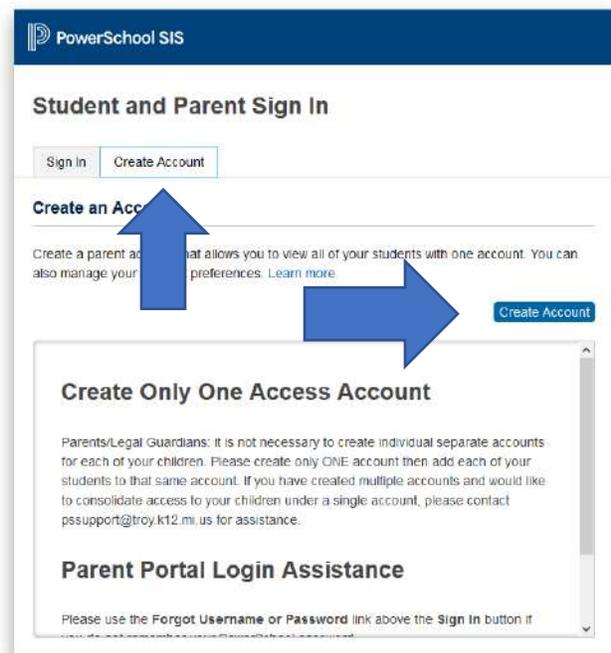
1. Log into your existing PowerSchool Parent Portal Account at <https://ps.troycl2.mius>
2. Select Account Preferences from the left menu.
3. Select the Student Tab



4. Select ADD in the top right corner.
5. Enter the NEW student's full name (as shown on the birth certificate), Access ID and Access Password that is included in the email from pssupport@troy.k12.mi.us

Creating a NEW PowerSchool Parent Portal Account:

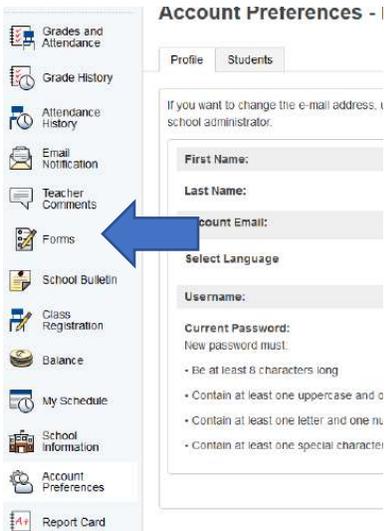
1. Go to <https://ps.troy.k12.mi.us>
2. Click on Create Account



3. Create a username and password.
4. Enter your NEW student's full name (as shown on the birth certificate), Access ID and Access Password that is included in the email from pssupport@troy.k12.mi.us

After the PowerSchool Parent Portal Account has been created, you can complete the enrollment forms and upload the required supporting documents:

1. Log into your PowerSchool Parent Portal Account at <https://ps.troy.k12.mi.us>
2. Click on your child's name in the top left corner of the screen in the blue banner. If you do not see your student's name, please return to Step 1 and add your new student to your account profile before continuing.
3. Click on FORMS from the menu in the left column.



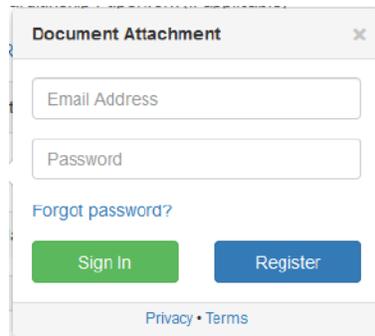
4. Click on the ENROLLMENT tab at the top of the computer screen and you will see a list of the 9 sections that need to be completed.



Status	Form Name
Submitted	1. Student Demographics
Submitted	2. Student Address
Submitted	3. Student Contacts
Submitted	4. Medical Information
Submitted	5. Previous Enrollment
Submitted	6. Special Services History
Submitted	7. Home Language Survey
Empty	8. Permissions/Agreements
Submitted	9. Acknowledgment of Completion
Empty	Enrollment Packet - Last Steps

5. Click on the first form (Student Demographics). Once the first form is completed, click on SUBMIT in the lower right-hand corner. The next form will automatically open.
6. To upload documents: the log in to upload documents is not connected to your PowerSchool log in, you must Register an Account. On the forms that require supporting documentation, scroll to the bottom and click on the blue SIGN IN button. Click on

Register, agree to the terms, input your email, and create your password. You only register the initial time. Future sessions will require you to log in before uploading.



The image shows a web form titled "Document Attachment" with a close button (X) in the top right corner. It contains two input fields: "Email Address" and "Password". Below the password field is a blue link that says "Forgot password?". At the bottom of the form are two buttons: a green "Sign In" button and a blue "Register" button. At the very bottom, there is a link for "Privacy • Terms".

The following forms require supporting documentation to be uploaded.

- **Student Demographics**—student birth certificate, parent ID (driver's license or passport), student passport if moving from or born in another country.
- **Student Address**—the following residency documentation will need to be uploaded—
Homeowner—current property tax statement and 2 current utility bills, each from a different source (must include name and address of parent/legal guardian)
Lease/Rental Agreement— “legal and/or notarized” lease/rental agreement, MUST HAVE the student being enrolled listed as tenant/occupant; 2 current utility bills, each from a different source (must include name and address of parent/legal guardian).
New Home Purchase—the following documents from the closing documents: Warranty Deed and Buyer's Closing Disclosure, “Principal Residents Exemption” and “Property Transfer Affidavit” (PRE and PTA must be signed and dated by City).
- **Medical Information**—current immunization records. If a student is not immunized, a current waiver release must be provided from the Oakland County Health Department or licensed Physician. Vision, hearing, and dental screening results must be uploaded before the first day of school.
- **Special Services History**—If your child is receiving Special Education Services and/or has a current 504 Plan, current documents will need to be uploaded.

7. When each form is completed and the supporting documentation has been uploaded, click on **SUBMIT** in the lower right-hand corner. You will see a green leaf that indicates that section is complete.
8. After all forms are completed the Central Enrollment staff will review and contact you if further documentation/information is required or if your enrollment has been finalized. Please note that all required documentation must be submitted before the enrollment can be finalized.

THANK YOU!