

REGISTERING A RETURNING STUDENT AT DEXTER COMMUNITY SCHOOLS

INSTRUCTIONS FOR PARENTS AND GUARDIANS



Dexter Community Schools use PowerSchool's secure software to enroll students and manage their records after enrollment. Because of the amount of information on the screen, **this process is best accomplished using a tablet or desktop/laptop computer. The PS app will not work to enroll.**

Please contact your [student's building](#) prior to beginning the enrollment process if they previously attended Dexter Community Schools. We will reactivate the existing PowerSchool account which will greatly reduce the amount of paperwork you need to complete. DO NOT pre-register your returning student because this will overwrite their existing records.

From July 1-August 15th, contact the District offices at info@dexterschools.org

How to Re-Enroll a Student Who is Returning to Dexter

1. Once you receive confirmation from the school's office that the student account has been reactivated, [log into your parent PowerSchool account](#).
2. On the left hand side of the screen, click on the word **Forms**, then the tab labeled **All Forms**. Scroll down to **Section 3 - Returning Students Only**. Complete the **Returning Students - Birth Verification and Intent to Enroll form**.

The screenshot shows the PowerSchool interface. On the left, there is a navigation menu with various icons and labels. The 'Forms' link is highlighted with a red box, and a red arrow points to it. The main content area shows 'Grades and Attendance' for a student, with a table for 'Last Week' and a 'Legend' section at the bottom.

Start Page > Student Selection > Stud

The screenshot shows the 'Student Forms' page. The 'All Forms' tab is selected, and a red arrow points to it. The page displays '3. Returning Students Only' and a link to 'Returning Student - Birth Verification and Intent to Enroll'.

On the **All Forms** tab, scroll down to **Section 3 - Returning Students Only**.

3. Returning Students Only

[Returning Student - Birth Verification and Intent to Enroll](#)

This form should be completed any time a Dexter student leaves the district for a period of time and wants to return.

3. Complete the Returning Student - Intent to Enroll form in Section 3 of the Enrollment Forms tab.

3. Students Returning After A Break in Enrollment Only

Students Returning After Unenrolling - Birth Verification and Intent to Enroll

This form is ONLY for students who left Dexter Schools to attend somewhere else and are returning to re-enroll.

You will need to provide a copy of the student’s birth certificate, proof of residence, immunization record or waiver, and a parent photo identification. Students entering 9th grade will need their 8th grade transcript; students entering 10th-12th grades will need to provide their HS transcript.

4. IN AUGUST ONLY: On the **All Forms tab**, scroll to **Section 1. Annual Forms**

Families complete these forms every year in August before school starts, so <u>if you are enrolling for fall anytime prior to August</u>, do not complete these until notified by the school to do so. Students returning to attend Dexter mid-year (after September) <u>must</u> complete annual forms at the time of enrollment: • Annual Permissions/Agreements • Grade-Specific Annual Info • Student Network and Acceptable Use Policy	1. Annual Forms (School Year 2023-2024) Annual Permissions/Agreements This is an annual form filled out in mid-August each year. Do not complete this form prior to notify District that it is time to do so. The system automatically deletes all responses from previous school years. </u>All families must complete this form for each student every year before school starts. </u> Last Entry: 08/25/2023 10:31:11 AM Grade-Specific Annual Info This form must be completed once each year for every student, in August. Do not complete this form until notified by the District that it is time to do so; the system automatically deletes old entries when rolls up. Last Entry: 08/25/2023 10:30:35 AM Student Network and Internet Acceptable Use Policy This form allows students to use the Dexter Schools internet, network, and devices. Last Entry: 08/25/2023 10:31:44 AM
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5. Also on the **All Forms tab**, scroll to **Section 4. Student Info Update**, and review these forms:

• A. Student Contacts Update • B. Student Address Update • CC. Health Information Update If the information on these forms is accurate and complete, you do not have to complete them at this time. <u>If anything has changed on any of the forms, please submit the updated info.</u> Please send an email to the person assisting you with registration confirming that you have reviewed the forms and they are accurate.	4. Student Info Update A. Student Contacts Update Use this form to update Contacts information for your currently enrolled students. Please do not list parents/legal guardians in our automated system. Please list at least one parent or guardian who is allowed to pick up their students unless otherwise specified. </u> Last Entry: 02/14/2024 9:40:26 PM B Student Address Update Complete this form any time you need to make updates to your current address. Last Entry: 08/25/2023 10:34:43 AM CC Health Information Update Use this form whenever necessary to update health information for your student. If there are no changes. Last Entry: 08/25/2023 10:37:41 AM
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6.

You can complete the form sections in any order. Select a form and fill in the information. Some forms will prompt you to upload verification documents. Click on the **Add Document** button, then click **Browse** to find your document just as you would when you attach something to an email. Be sure to click **Upload** to complete the process. Once complete, you will see your document(s) listed on the form. These secure uploads are only accessible by registrars. If you have any difficulty uploading forms, contact your school office or the district office from July 1 through August 15.
- Upload Proof of Resid

Document Attachment

Add Document

Document Name

Click the Browse button to select a file

Browse

Upload

7.

You can save your work and return to the form if you need to step away. The save button is on the bottom left hand side of the form. The submit button, when you are finished and have uploaded your form, is located on the right bottom side of the screen.

Save for Later

Submit

8.

The list of remaining forms to be completed can be viewed by clicking on the **Forms** link that you first visited, on the left hand side of the page. The status of each form is indicated by the color of the leaf icon next to it.

Empty Needs to be completed	Submitted Has been completed.	Pending Awaiting DCS registrar approval.
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9.

If you have more than one student you are completing forms for, click on the student name at the top left corner of the screen to work on their documents. .

Name2

Name1

Navigation

Grades and Attendance

Grade History

Account Preferences - Student

Profile

Students

10. Once you have completed your forms, a notification is sent to the building registrar to process your registration. They will be in touch with a start date (if the student is not enrolling for a first or second semester start) and any additional grade-specific info. **PLEASE NOTE: It may take 1-2 weeks (during the busy season) for the forms to be approved by the registrars.**

11. If you have questions about any of the forms, please contact the building (by grade):

Y5-grade 2: 734-424-4120 or 424-4130	Grades 3-4: 734-424-4140	Grades 5-6: 734-424-4160
Grades 7-8: 734-424-4150	Grades 9-12: 734-424-4240	All ages: info@dexterschools.org