

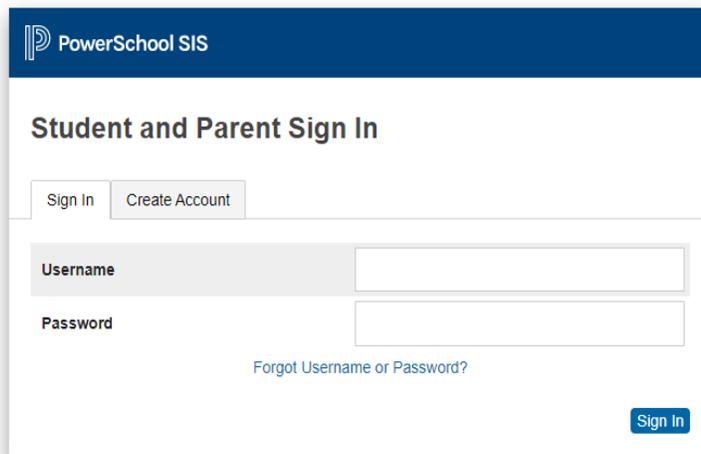
Parent Guide to Re-Enrollment

Step 1: Open an Internet Browser and go to <https://lamar.powerschool.com/public/>

Step 2: In the Login box enter your Username and Password.

Step 3: If you don't remember your Username or Password, click the "Forgot Username or Password link to reset your password".

Step 4: If unsure about your parent login, please contact **Carla Swartz** at 682-3527 ext. 501

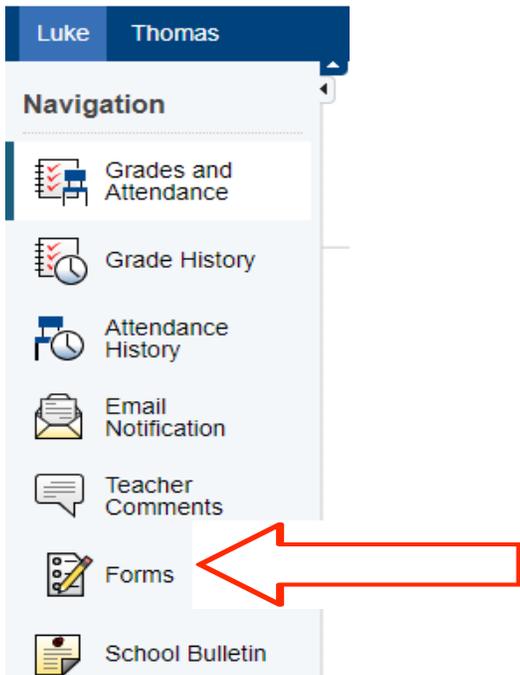


The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Step 5: The PowerSchool Parent Portal screen will display. Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen?). Choose the first student by clicking the student's name.



Step 6: In the left menu, scroll down and click Forms.



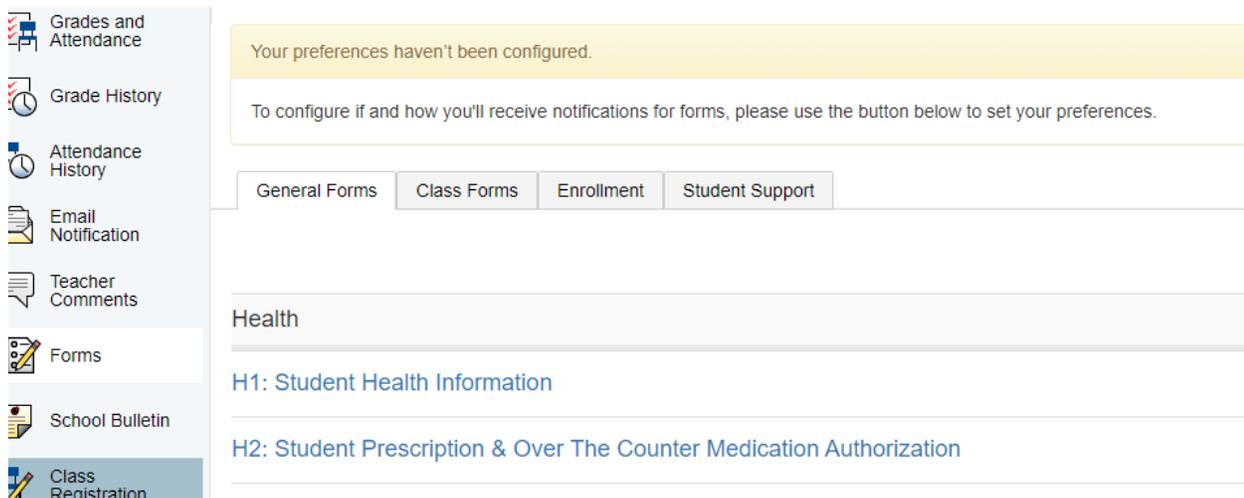
Step 7: On the Forms page, you will see the Forms screen with the available forms. Tab to “**Enrollment**” and select the first category of forms. Below is a list of category of forms to be filled out.

Form Categories:

1 - Re-Enrollment

3 - District

4 - Health



- All fields with * icons are required fields. They must be filled out in order to submit the forms and complete re enrollment.

- Once the form is filled out, click the submit button at the bottom of the page. You may also save and return back to the forms if you can not complete the enrollment.

steps to ADD a student to your EXISTING PowerSchool Parent Portal Account

Step 1: Open an internet browser and go to <https://lamar.powerschool.com/public/home.html>

Step 2: Log into your account

Step 3: Click on “**Account Preferences**” in the left navigation

Step 4: Click on the “**Students**” Tab

Step 5: Click “**Add**”

Step 6: Enter “**Student Name**” (Example: Ezra Audet), “**Access ID**”, “**Access Password**”, and then select your “**Relationship**” to the student.

Step 7: Click the “**Submit**” button – Repeat steps 5 and 6 for each child you would like to add to your Account.

If you need any assistance with setting up your account please call **Carla Swartz** at 682-3527 ext 501