

How to Register Online and fill out the Required forms New Entrant Instructions (Only)

Steps for New Registration

Part 1: Fill out the PRE-registration Form

Part 2: Create Parent Portal Account

Part 3: Fill out


- Registration Form
- Emergency Form
- Country of Origin and language revised

Part 1) Logon to our District website
www.epsnj.org and click on the new
registration Icon Below



- Please note registration is only open for children born on or before October 1st, 2018
- Prek 3 for birth date between 10/02/2017 - 10/01/2018
- Prek 4 for birth date between 10/02/2016 - 10/01/2017

Part 1) Click on Initial Online Registration Page



PreSchool (Pre-K)	Kindergarten - 12th Grade (K-12)
PowerSchool Parent Portal Help	Click here for Help Regarding New Student Registration
EPS Welcome Centers are "Now Open" (Summer Hours)	
<ul style="list-style-type: none">▪ IMPORTANT PLEASE Click here to View our Quick Reference Guide for our Online Registration Process BEFORE YOU BEGIN▪ Early Childhood Registration Flyer<ul style="list-style-type: none">▪ Please note registration is only open for children born on or before October 1st, 2018▪ Prek 3 for birth date between 10/02/2017 - 10/01/2018▪ Prek 4 for birth date between 10/02/2016 - 10/01/2017	
Welcome to our new online virtual welcome center!	
<ul style="list-style-type: none">▪ IF YOU ARE REGISTERING YOUR CHILD TO START SCHOOL ON SEPTEMBER 2021 PLEASE MAKE SURE TO SELECT THE 21-22 SCHOOL YEAR FROM THE DROPDOWN, please note anyone registering for the 21-22 school year, your applications will be reviewed after July 6, 2021.▪ To register your child into our school district your first step is to click here: INITIAL ONLINE REGISTRATION PAGE (Please complete this form only 1 time	

Part 1) Fill out form with your child's information

IF YOU ARE REGISTERING YOUR CHILD TO START SCHOOL ON **SEPTEMBER 2021** PLEASE MAKE SURE TO SELECT THE **21-22** SCHOOL YEAR FROM THE DROPDOWN, please note anyone registering for the 21-22 school year, your applications will be reviewed after July 6, 2021.

After the form is submitted you will receive a **Web ID Number** via **email** that is needed to create your **parent portal account**

Student Information



First Name *

John

Middle Name

Last Name *

Smith



Home Phone *

908-245-7898



Date of Birth *

Gender

Choose Student Gender



Grade Level Student Will Enter *

Choose student grade



Enrolling School Year *

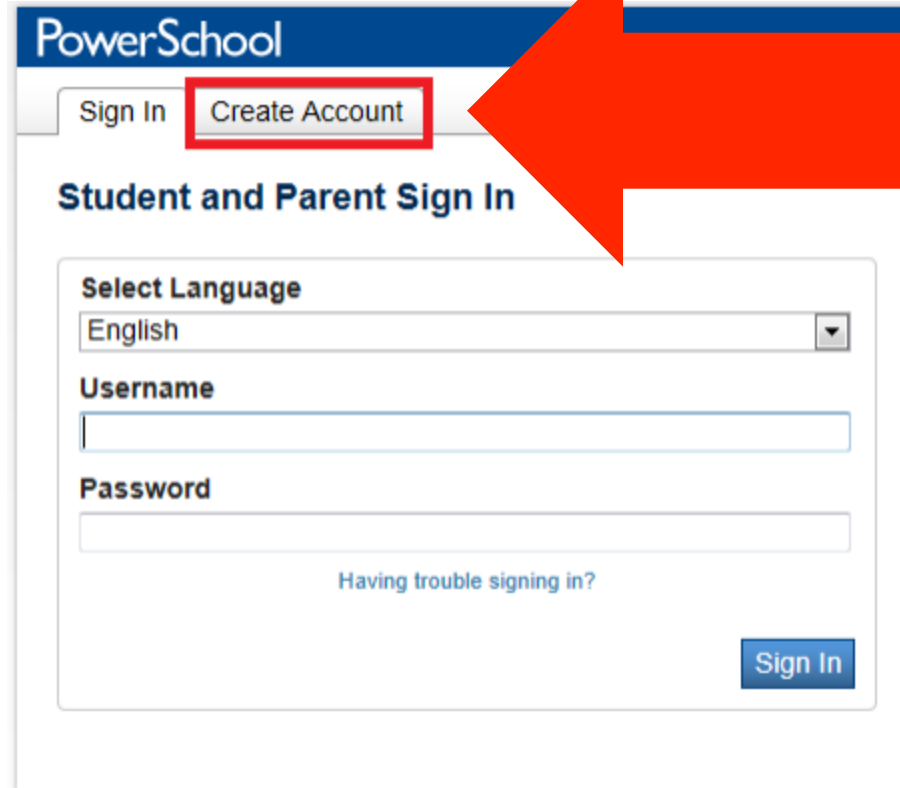
Select Year



Part 2: Create a Parent Portal Account New Entrant Instructions (Only)

Part 2) Login to epsnj.powerschool.com

Click on Create
Account



The screenshot shows the PowerSchool login interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is highlighted with a red rectangular box. A large red arrow points from the right side of the image towards this box. Below the tabs, the section is titled 'Student and Parent Sign In'. It contains a 'Select Language' dropdown menu with 'English' selected. Below that are input fields for 'Username' and 'Password'. At the bottom right of the form is a blue 'Sign In' button. A link that says 'Having trouble signing in?' is located below the password field.

PowerSchool

Sign In Create Account

Student and Parent Sign In

Select Language
English

Username

Password

Having trouble signing in?

Sign In

Part 2) Fill in your information

Username:

Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.

Password:

Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 8 characters.

Create Parent Account

First Name

Last Name

Email

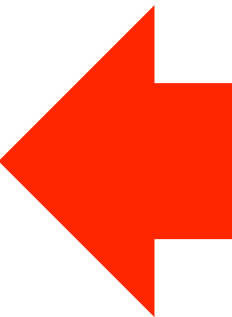
Desired Username

Password

Re-enter Password

Password must:

- Be at least 8 characters long



Part 2) Fill in your child's Information

Relationship:

Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

Access ID

Enter the unique access ID for the student. This is ID you used previously to log into the Parent Portal for this student. Note: If you do not have this information, contact your school's PowerSchool administrator

Access Password:

Enter the unique access password for the student. This is password you used previously to log into the Parent Portal for this student.

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

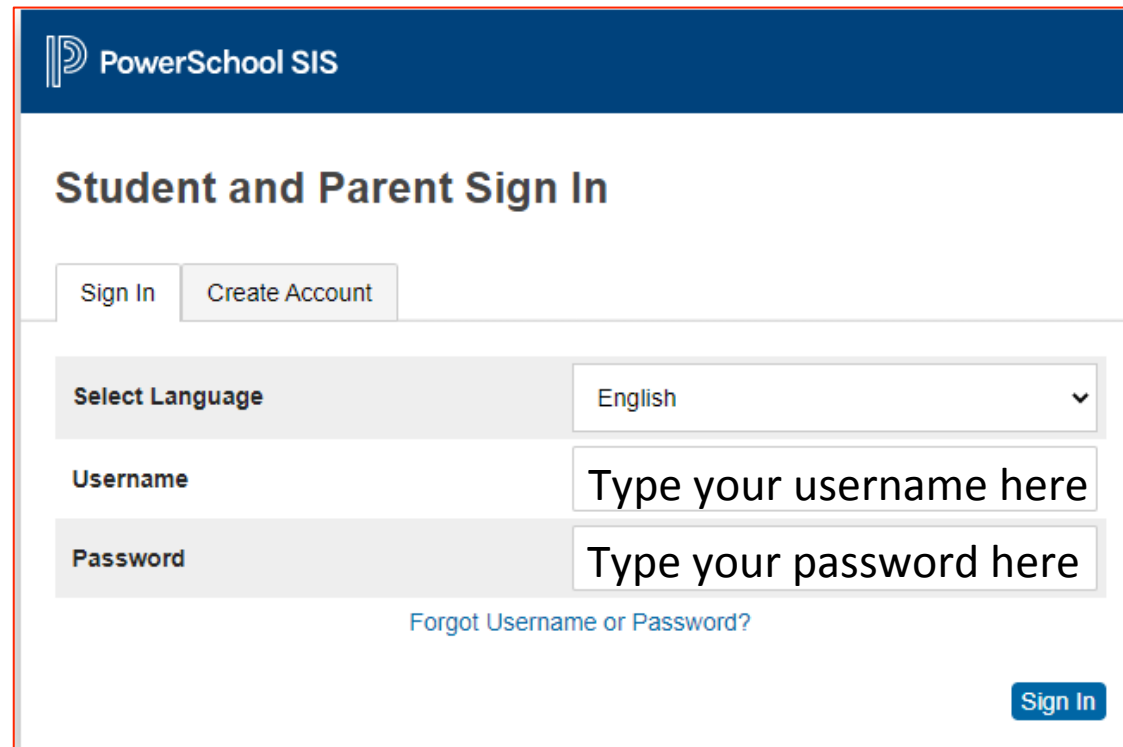
1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	<input type="text" value="-- Choose"/>



Part 3: Logon to Parent Portal Account and Fill out the forms

Part 3) Logon on to Parent Portal

epsnj.powerschool.com



The screenshot shows the login interface for the PowerSchool SIS Parent Portal. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". The login form includes a "Select Language" dropdown menu set to "English", a "Username" field with the placeholder text "Type your username here", and a "Password" field with the placeholder text "Type your password here". A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned at the bottom right of the form.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Select Language English ▼

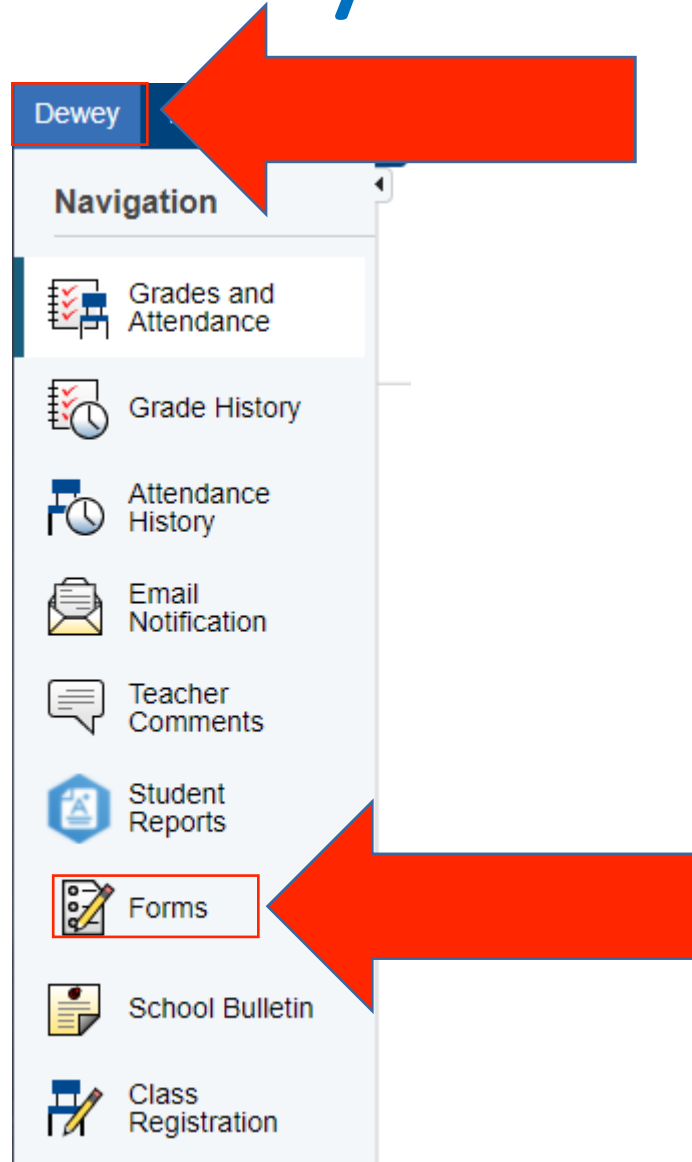
Username Type your username here

Password Type your password here







[Forgot Username or Password?](#)

Sign In

Part 3) Select your child and click on forms



Part 3) Required Forms that must be filled out

Status	Form Name	Form Description	Category	Last Entry
 Empty	Registration Form #1 General Information and Residential Address Verification 	Students registering to a Public School in the City of Elizabeth must reside in Elizabeth. Legal Parent/Guardians will need to correctly complete this form and any other followup forms and upload all required documentation. Once school district offices and school buildings are open, Legal Parents/Guardians will need to bring in and hand in all original documents (no photocopy will be accepted).	General	
 Empty	Registration Form #2 Emergency Contact and Medical Information 	Students in the Elizabeth Public Schools shall have an annual physical examination performed at least one time during each developmental stage. Parents are encouraged to take their children to their private physician. The report of such private examination must be recorded on the health record of the Elizabeth Public Schools. The forms may be obtained by request from the school nurse. The school physical includes a genitalia exam for boys completed by the school physician. Physical examinations begin in September. By law, every student between the ages of 10 and 18 is screened for scoliosis every two years. Parents are invited to be present and, if interested, are requested to notify the school in order that the school nurse may inform parents of the examination schedule. Unless your child's school nurse is notified to the contrary, it will be understood that your child may be given any of the following screenings: vision, hearing, scoliosis, and blood pressure.	General	
 Empty	Registration Form #3 Country of Origin and Language 1st through 12th New 		General	