

Returning APS Family Online Registration Guide

A. Online Registration Overview Information

Online Registration is a self-guided process available for grades PreK-12 each year, and is available for all schools. All required fields must be completed to advance in and complete the Registration process. This Registration process is designed to make sure Alamogordo Public Schools has up-to-date information about your child(ren).

- If you have more than one child in school, you only need one PowerSchool Parent account to update all of their information. If you are unable to see a returning student, please contact your child's school. You will need to Register each of your eligible students using the online enrollment platform.
- Parents must have an email address to fill out online information.
- If you don't have access to a computer or internet, please contact your child's school for an appointment

After you submit your child's registration online- Don't Forget to Finalize the registration!

Once you have completed the online returning student registration or new student registration, the process is not yet complete.

Finalize returning student registration or new student registration!

For **Returning students**

- If not already uploaded, deliver any changed Immunization or Health records to your child's school.
- any/all Allergy or Health forms (if applicable)

Go to this [link](#) to:

- Complete a required Free and Reduced Lunch Application if your child will be attending Holloman Middle School, Holloman Elementary School, or High Rolls Mountain Park Elementary School.

For **New students** – If not already uploaded, to ensure your school has each of the following you may deliver them to your child's school during open school hours.:

- Child's Birth Certificate, Certificate of Baptism, Passport, Adoption Certificate, etc-Originals only.
- Parent/Guardian valid photo ID
- Current Immunizations Record
- Proof of Address
- Complete Records Release Form to obtain records from previous district
- any/all Allergy or Health forms (if applicable)

Go to this [link](#) to:

- Complete a required Free and Reduced Lunch Application if your child will be attending Holloman Middle School, Holloman Elementary School, or High Rolls Mountain Park Elementary School.

If your child will need bus transportation to or from school, go to the [APS Transportation website](#) and click on Traversa Ride 360 to create your Traversa parent account. Alamogordo Public Schools will only use the Traversa application to communicate bus information to parents.

All **New IEP students** make an appointment with the Special Education Department at 575.812.5970 to deliver your child's Individualized Education Plan.

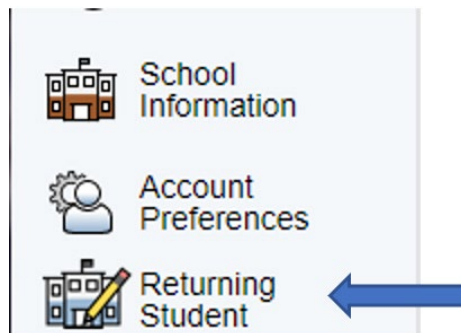
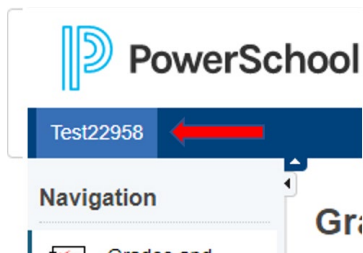
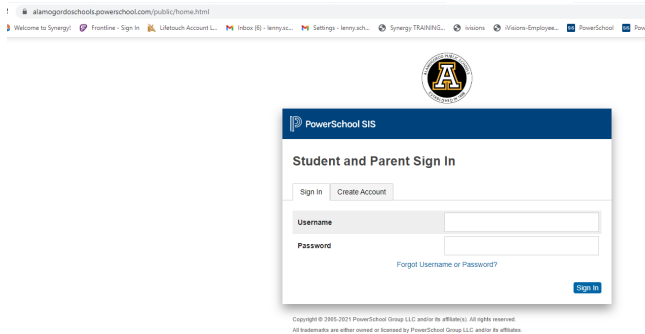
B. How to register a Returning Student

If you are an existing parent with Alamogordo Public Schools you already have a PowerSchool parent portal created, in which case you will need to login to your Parent portal and complete the Returning Student registration process for your returning student(s) and if you have any New students you will use your current parent portal also.

An email will be sent to your email address on file from PowerSchool Registration support notifying you that the current year Online Enrollment is open and you can complete the process. Some may go to your SPAM or Junk, so please check these.

Once you receive this email, you can login to your PowerSchool Parent Portal at <https://alamogordoschools.powerschool.com/public> and locate the Returning Student Registration link on the lower left side of the page. If you have more than one returning student, before clicking the Student Registration link, please select the student you are registering at the top of the page.

If you can't remember your password, click Forgot Username or Password. A password reset will be sent to your email. If you don't get a password reset email, please contact your child's school. If you need your email address updated or have trouble logging in, please contact your child's school.



Verify the Date of Birth for the student you are registering...

Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for Test22958

The date of birth must be in MM/DD/YYYY format.

Continue


Click the blue "Next" button to advance through the enrollment pages...

Returning Student Registration

Introduction

Form

- Student
- Contacts
- Priority
- Siblings
- New Mexico Student Residency Questionnaire
- Medical
- TeleHealth
- Pesticide Information
- Digital Equity
- Additional Information
- Agreements
- Signature
- Summary



Online Returning Student Registration

Welcome to Alamogordo Public School District's Returning Student Registration. Please follow the below steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required", and Alamogordo Public School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. This is your opportunity to update information for any returning students.
2. On the "Summary" page, check your data before proceeding. There will be a green check mark on all completed items, if any status shows a red circle with a number, that information must be corrected prior to submitting.
3. Select "Submit"!
On the submission confirmation page you will have the opportunity to print out a copy of your child's Registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Finalize Registration!

For **Returning Student** - Upload or deliver these documents to your child's school during open school hours:

- any changed Immunization or Health Records
- any/all Allergy and Health forms (if applicable)

Go to this [link](#) to:

- Complete a required Free and Reduced Lunch Application if your child will be attending Holloman Middle School or Holloman Elementary School.

Previous Next

If you have to leave the site and return you can resume where you left off, just click on the step you need.

Adding a New Student Registration

To add a registration for a New Student using your current parent portal, follow the directions on the Submission Confirmation page after completing all Returning Student Registrations.

Next Steps

1. Print a copy of the [Completed Form](#) for your records (optional)

Now that you've submitted your Returning Student Registration you must contact the school to make any adjustments.

2. Complete a [Returning Student Registration](#) for another returning student (if applicable)

This process must be completed for each child attending Alamogordo Public School District.



3. Complete a [New Student Registration](#) if you have a new student to Alamogordo Public Schools (if applicable)

This process must be completed for each child attending Alamogordo Public Schools.

Note: On the Dashboard screen, please click the New Student Registration 2022-2023 button and Add a student. Please do not choose any students that are listed at the top of the page or under Submitted Forms.

4. Remember to Finalize Registration

Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form. The registration process is self-guided and informs you of any missing or incorrect information. You can update information for your current students and you can add new students.

What if I make a mistake?

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "Previous" and "Next" buttons or if you are on the Review page select the underlined field. If you have already submitted the form you will need to contact your student's school so they can make the changes for you.

I've completed the form, now what?

Once you have finished entering your information select "Submit." This will send all of the information you've entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to "snap" (or share) selected family information, which saves you time.