New Families to APS

Online Registration Guide

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Parents/Guardians MUST have an email address to complete the Online Enrollment process.

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 will be registering more than one child in school, you only need to create one account to Register your new student(s). You will need to register each of your eligible students using the online registration 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/information update online- Don't Forget to Finalize Your Registration!

Once you have completed the online registration/information update, the process is not yet complete.

Finalize Registration!

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 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, 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 New student to Alamogordo Public Schools

If you have a student(s) that is new to Alamogordo Public Schools, please follow the steps below (this includes new PreK and Kindergarten students):

1. Go to New Student Registration

2. On the APS New Student Registration screen, click the "Create Account" button

3. Enter your Parent/Guardian information to create an account.

Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.

Profile

First Name

[   ]

Last Name

[   ]

Daytime Phone
Used to provide support, if requested. Enter entire number, including area code.

[   ]

Email Address
Used for sign in and important communication.

[   ]

Note Depending on the year you may see two school years like below:

Dashboard

New Forms

New Student Registration 2023-2024 >

New Student Registration 2024-2025 >

Please make sure you pick the correct school year

4. On the next screen, enter the student you would like to register.

Add Student

First Name

Last Name

Date of Birth
enter as "mm/dd/yyyy"

Add Student

5. Use the blue "Next" button to advance through the Registration form.

New Student Registration

Introduction

Form

   Verification

Summary

Introduction

Online New Student Registration

Welcome to Alamogordo Public School District's New 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.

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 registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

New Student Registration for Additional Students

A New Student Registration form must be submitted for each new student in your family. Once you have successfully submitted one New Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

Students enrolling for Kindergarten MUST be 5 years old by September 1st to enroll.

Previous   **Next**

You may logout and resume the registration at a later time by signing in with your email address and password at the same New Student Registration link.

6. If you need to register additional new students, you will be given the option after clicking "Submit".

New Student Registration

Next Steps

1. Print a copy of the Completed Form for your records (optional)
   Now that you've submitted your New Student Registration you must contact the school to make any adjustments.

2. Complete a New Student Registration for another student (if applicable)
   This process must be completed for each child attending Alamogordo Public School District.

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. Please **do not** fill out another student registration form to fix a mistake.

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 and Green completion is indicated for each section on the Summary page.
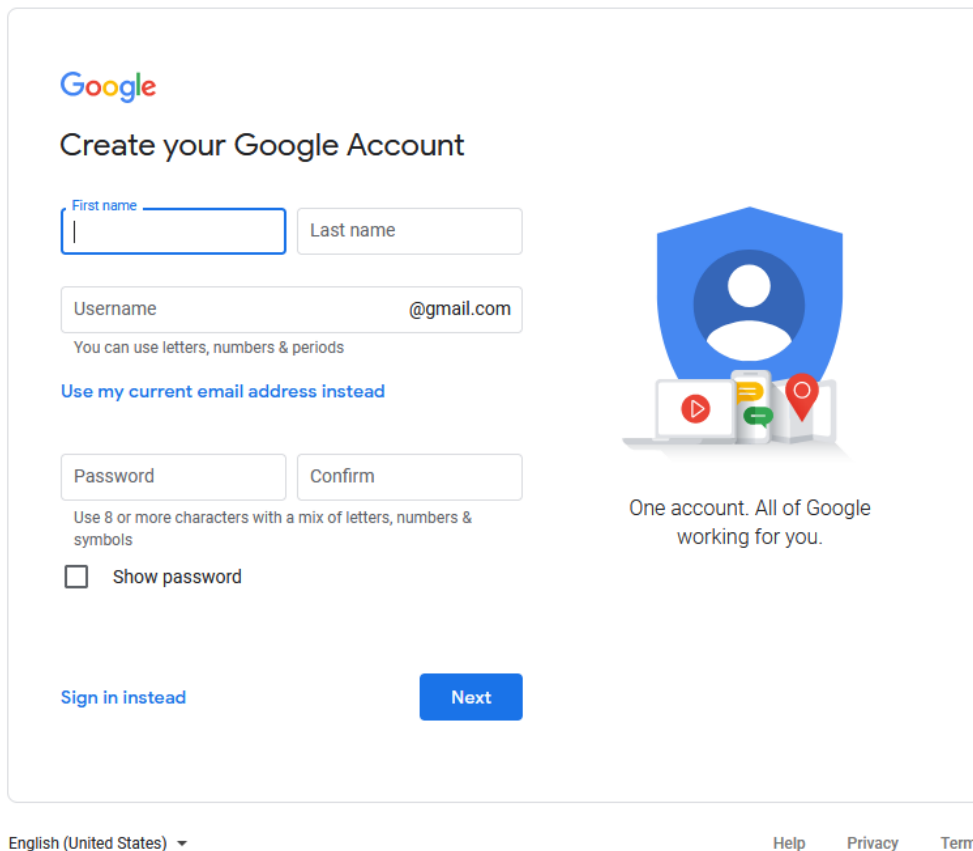
What if I have more than one student in the district? Do I need to do this for each child?

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 share) selected family information, which saves you time.

D. How to setup an email account

Creating a Gmail (Google Email) Account for parents using online registration that do not have an existing email account.

1. Go to the following page: https://accounts.google.com/signup, complete all fields and click "Next"

2. Complete fields on this screen, phone number and recovery email are optional, birthday and gender are required. Click "Next"

3. Click "I agree" on the Privacy and Terms page – and you will get a Welcome screen. Click on the icon and then click on the icon for Gmail .

4. Please document your gmail username and password for continued use with Online Registration. Email is required because when you create a Powerschool Parent account you will receive an email to continue with setup and you will also receive emails during the acceptance process of Online Registration.