

INSTRUCTIONS FOR ONLINE ENROLLMENT 2017-2018 SCHOOL YEAR

HELLO HOPE STREET ACADEMY PARENTS AND GUARDIANS!! ON THIS PAGE YOU WILL FIND INSTRUCTIONS ON HOW TO REGISTER YOUR HOPE STREET STUDENT ONLINE FOR THE 2017-18 SCHOOL YEAR. IF YOU COMPLETE THE ENROLLMENT ONLINE THERE IS NO NEED FOR YOU TO COME TO HOPE STREET FOR ENROLLMENT. IF YOU NEED ASSISTANCE ENROLLING YOUR STUDENT HOPE STREET WILL BE OPEN DURING THE FOLLOWING TIMES TO HELP YOU ENROLL YOUR STUDENT.

WEDNESDAY, JULY 26: 8:00 AM – 3:00 PM.

THURSDAY, JULY 27: 8:00 AM – 3:00 PM.

FRIDAY, JULY 28: 8:00 AM – 12:00 PM.

Online Registration for Topeka Public Schools is from June 19th through July 19th, 2017. Below are some helpful hints for Registration.

RETURNING STUDENTS TO TOPEKA PUBLIC SCHOOLS:

Go to <http://www.topekapublicschools.net/>

Click on “click here to register online” **OR** under Quick Links click on “Registration Information”

1. Log in to PowerSchool, on the left side of the screen is a REGISTRATION link, click this link.



2. This page appears:



The screenshot shows the Topeka Public Schools website. At the top, it says "Topeka Public Schools" with the address "624 SW 24th St. Topeka, KS 66611 (785) 295-3000". There is a language dropdown menu set to "English". Below the header is a banner with a city skyline and the "Leading Learners" logo. A navigation bar contains "Returning Student Registration" and "INTRODUCTION > Forms > Review and Submit". Below the banner, there is an "Introduction" section with a "Next >" button. A red arrow points to the "Next >" button.

Click NEXT to start the Registration Process. If you wish to use Spanish rather than English, click the button to select Spanish.

3. Fill in all fields that has a red asterisk by them.
4. After July 19th, parents will need to go and/or call the building if they are a returning student, to make arrangements to register students using paper copy.
5. After July 19th, the link will be removed from Topeka Public Schools website.

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NEW STUDENTS TO TOPEKA PUBLIC SCHOOLS:

Go to <http://www.topekapublicschools.net/>

Click on “click here to register online” **OR** under Quick Links click on “Registration Information”

New Student Registration is for students who are NEW to Topeka Public Schools (never attended) **OR** for those students who were NOT ACTIVE in Topeka Public Schools as of May 25th, 2017 **OR** students who were in Pre-K for the 2016-17 school year.

To Register NEW STUDENTS, go to Topeka Public Schools website, and click on NEW STUDENT REGISTRATION. The link to Spanish and English Registration are on the first page of the website.

It will take between 15-30 minutes to complete the Registration Form for the first student, additional Returning Students will take 5-10 minutes for each student. If you find you are running out of time to complete the registration, click the SAVE and Log Out at the top right of the screen. Then at your convenience, return to the Registration Form to complete it.

To help you expedite the Registration, have the following information ready:

- Student and Sibling information
- Parent/Guardian phone numbers, addresses, work information
- Doctor/Dentist information
- IEP information
- Health information
- Medication information
- Emergency Contact information, including phone numbers
- Transportation/Daycare information
- Birth Certificate, only if NEW to Topeka Public Schools
- Grades from previous school, if NEW to Topeka Public Schools

Parents/Guardians will have the opportunity to pay all or partial pay online at the end of the registration process.

NOTE: Once the NEW registration form has been submitted, changes by the parent/guardian cannot be made until the data is moved to PowerSchool. However, if a change is necessary before the data is moved contact the school to assist you.