Registration FAQs for Students NEW to the Elyria Schools

Where do I register NEW student(s)?

Families of New students can register them online with PowerSchool Registration. Please follow the link on the main webpage Enroll >> New Student Registration

Before you begin…

Set aside about 30 minutes to complete the online form. To make the process easier, you may want to gather the following first: Emergency contact information (trusted adults the school can contact if parents/guardians cannot be reached with current phone numbers); Doctor, Dentist and Hospital information (names and phone numbers).

What kind of paperwork do I need to register my student(s)?

You should gather the following before you start the online registration:

1. Parent/Guardian photo ID (driver's license or State issued ID)
2. Student's birth certificate
3. Student's immunization record
4. custody papers (if applicable)
5. **2** current proofs of residency
   (Proof of residency can be any **current** (within the last 90 days) lease, mortgage bill or coupon,
   medical bill, a utility bill, insurance statement/bill, or change of address form stamped from the post
   office **and** must contain parent/guardian's name, address, and date)
6. A copy of your child's IEP (if applicable).

PowerSchool Registration has the capability to let you take a picture with your smart phone and upload these documents or to upload from your computer. If you don't have access to either of these devices, you will need to provide this documentation in person at Registration (by appointment) or at your student's school office.

How do I register my student(s)?

If you've never completed an online Registration with PowerSchool, you will need to create a PowerSchool Registration Account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.
If you already have an account, you can sign in and complete the form. (You should use the same account to complete forms for multiple children.)

What if I don't have access to technology?

We can assist you at Registration by providing internet access or if you need to use one of the district's computers. Registration is located at the Elyria Board of Education at 42101 Griswold Rd. and is open Monday through Friday from 8 a.m. to 4 p.m BY APPOINTMENT ONLY. The Elyria Public Library also has 3 branches with computers that the public can use. All Elyria City school buildings also have a dedicated Chromebook for families to use while at the building.

What if I live with someone else and do not receive bills in my name?

You will have the opportunity to download a form that needs to be notarized when you register online that states that you and your child(ren) are living at that address and **they** will need to provide the 2 current proofs of residency.

If you have questions…

If you have questions about the registration process, please contact Registration at 440-284-8220

If you require technical support with Powerschool Registration, please email support@infosnap.com or call 866-752-6850.