Helping with New Student Registration

It takes a TEAM to provide great customer service!

Thank you for your willingness to help support the New Student Registration Process in your Front Office! The New Student Registration (NSR) Process is often the first interaction that a family has with our District and your school! It's a great time for us to make a positive first impression! By understanding the registration process, you can help families when they have questions.

The New Student Registration Process

1) Families can access the NSR Form from the District website: susd30.us
   a) Click the "Parents" tab along the top of the page.
   b) Under the "ENROLLMENT" heading, they'll select "New Student Registration."
   c) They'll then click the NSR Sign-In image (in the red box) to access the form.

2) Families who have NOT used PowerSchool Registration/InfoSnap in the past will need to create a new account before starting the NSR Form by clicking "Create Account."
   Families who HAVE used PS Registration/Infosnap in the past, even in another district, will use their same login to access the SUSD NSR Form. They should see "New Student Registration 2019-2020" at the top of the page, as well as the SUSD Logo in the top left corner of the page.

3) Under "Add Student," they will begin a form for their first child.

4) They will be directed to the NSR Form. They need to answer all questions that are marked as "Required."

5) After completing all of the NSR Form pages, they will review their submission, then submit the document. This is where families often run into challenges--they may have missed a required field earlier in the form.

6) After reviewing, families click "submit."

7) At that point, they need to provide your office with the required documents to complete their enrollment.

POWERSCHOOL NEW STUDENT REGISTRATION HELPFUL HINTS

- Offer to let families use a Chromebook in the Office to complete the NSR Form.

- The NSR Form can also be completed on a laptop, desktop, tablet, or cellphone.

- Let families know that they can change the language from English to Spanish by clicking the globe icon at the top right of the screen.

- Offer to assist families who are struggling. You can sit with them to complete the form, interpret questions, or assist with computer skills.

- Help find the errors on the confirmation page so that they can quickly fix them and avoid frustration.

- Create a folder with copies of all required documents to provide to your Attendance Clerk/Registrar.

Required Documents
- Birth Certificate
- Immunization Records
- Proof of Residency (current electric/gas/water bill, rental agreement, or mortgage documents in the name of the parent. If not, then a notarized homeowner statement is required.)
- Parent/Guardian Photo ID
- Student Records Release Form (please provide to them)
- Withdrawal Documents from Previous School (if available)

If you have questions or need help with assisting a family,
please reach out to Jamie Nelson (x1055 or jnelson@sahuarita.net).

Thank you for all that you do!