PARENTS' GUIDE TO DIGITAL RE-ENROLLMENT

The Leona Group (TLG) schools in Michigan have implemented an online, paperless Re-Enrollment process that parents/guardians can access directly from their PowerSchool Parent account. These forms are available online and may be filled out at your convenience, from the comfort of your own home, making them completely safe and secure.

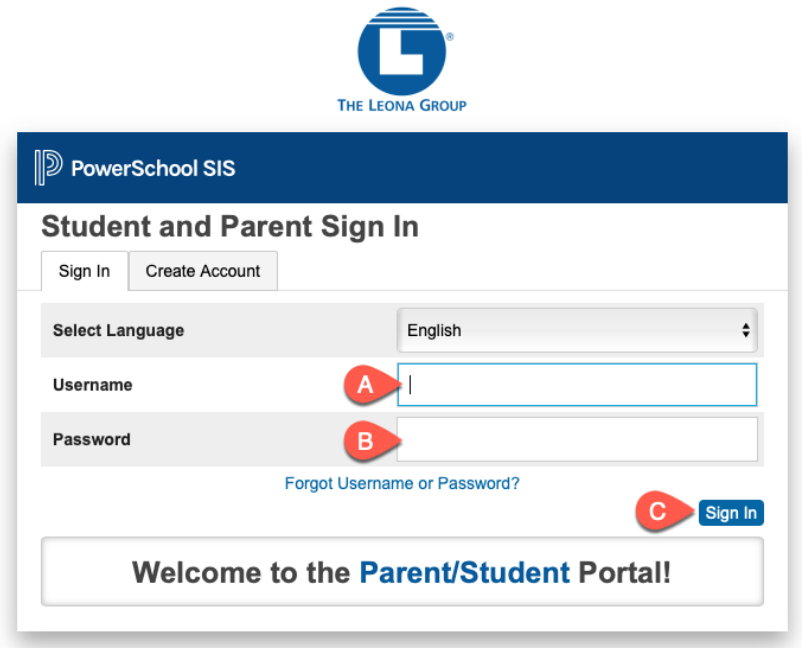
The Re-Enrollment process consists of two parts:

- Part 1: indicate your intention (Yes or No) to have your child re-enroll in the school for the upcoming year -- this is a required form
- Part 2: if your child will be returning next year, some student information may be updated if needed (such as home address, phone, contact information, etc). These forms are optional at this time, and may be made available between now and the start of school

ACCESSING THE RE-ENROLLMENT FORMS

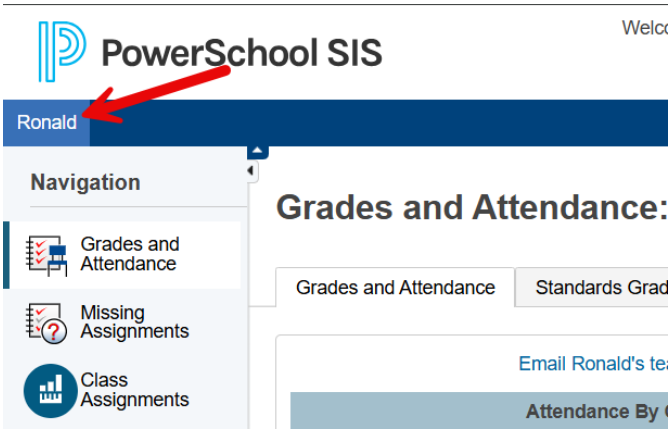
Re-enrollment forms are accessed from your PowerSchool Parent account. No separate login is necessary.

STEP 1: Log into your PowerSchool Parent Portal account.



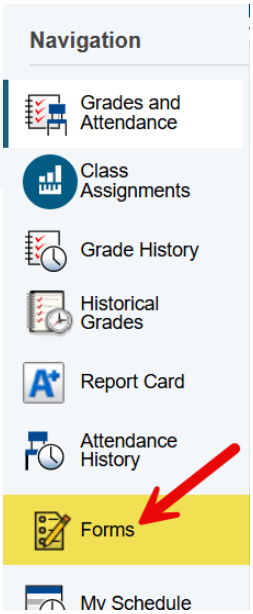
https://tlgmi.powerschool.com

STEP 2: Select the name of the student from the ribbon on the top.

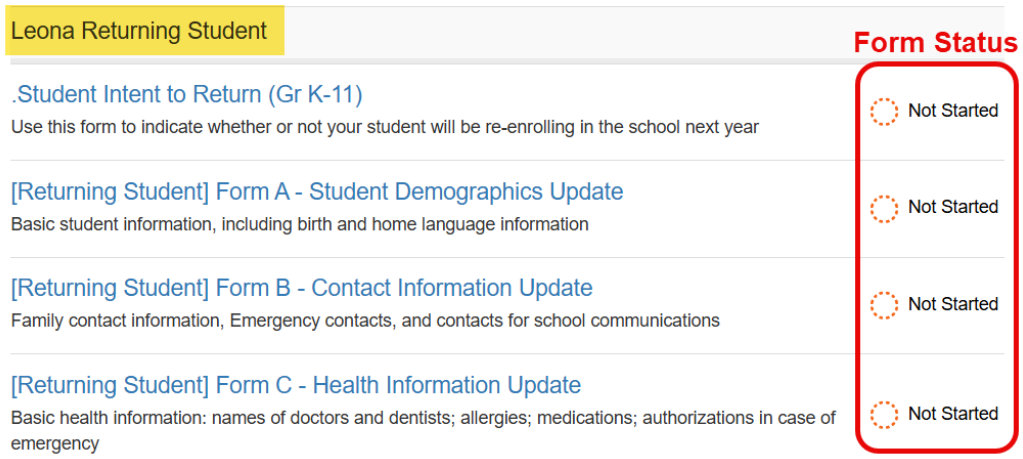


If your Parent Portal account is linked to more than one student, each name will appear on the ribbon. Forms are available for each student.

STEP 3: Access the Forms page

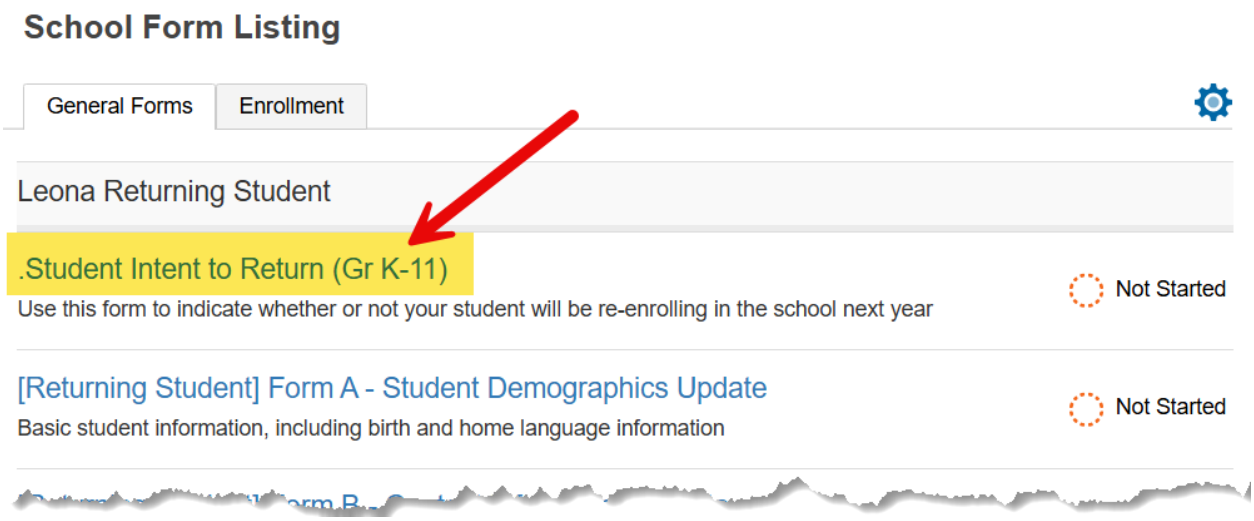


Click the Forms icon on the left-hand Navigation bar. This link will allow you to access any forms that are available to you. Forms for Leona Returning Students are listed together. The Submission Status of any form is always indicated on the right side of each form.

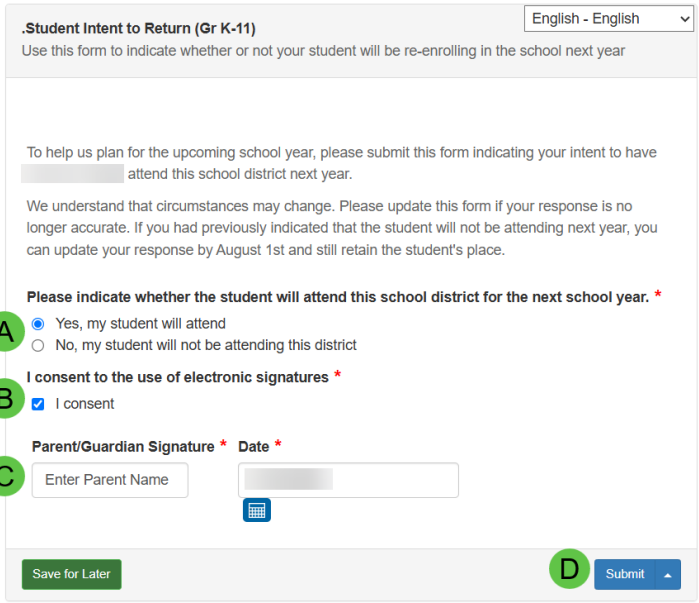


Part 1: Complete Student Intent to Return (Required)

Begin by clicking the Student Intent to Return form from the Leona Returning Student list.

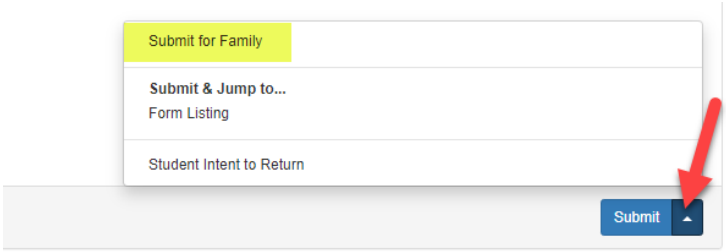


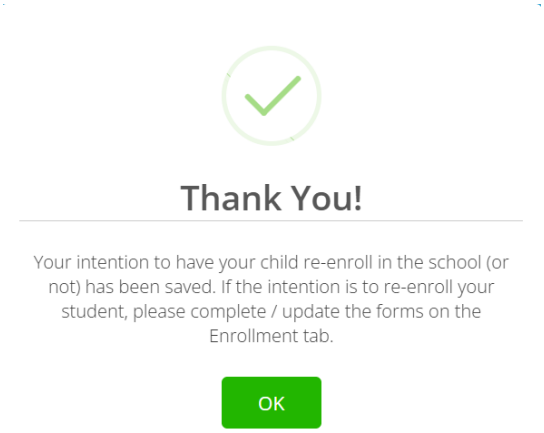
On the Student Intent to Return form:



A. Indicate whether the student will be attending the school next year (Yes or No)
B. Consent to electronic signature
C. Enter YOUR Name and the Date
D. Submit the form

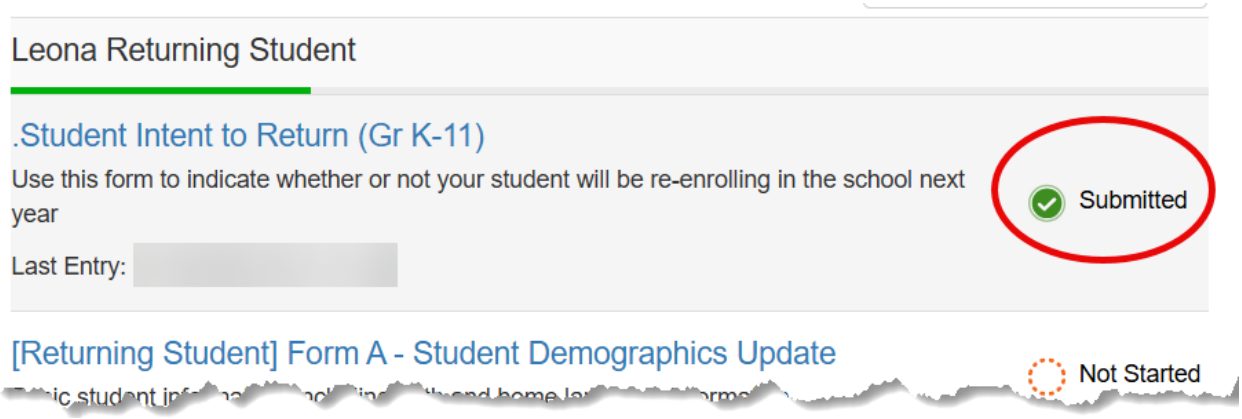
NOTE: there is an option to Submit for Family if the same response applies to all the students connected to this account





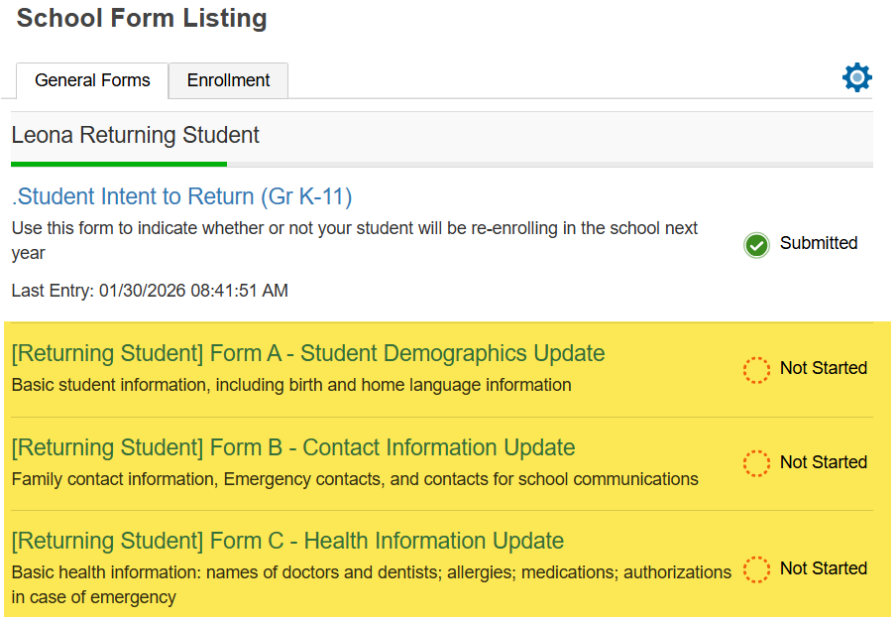
You will receive a Thank You message if the form has been submitted successfully.

The Student Intent to Return Form now shows as Submitted on the forms list:

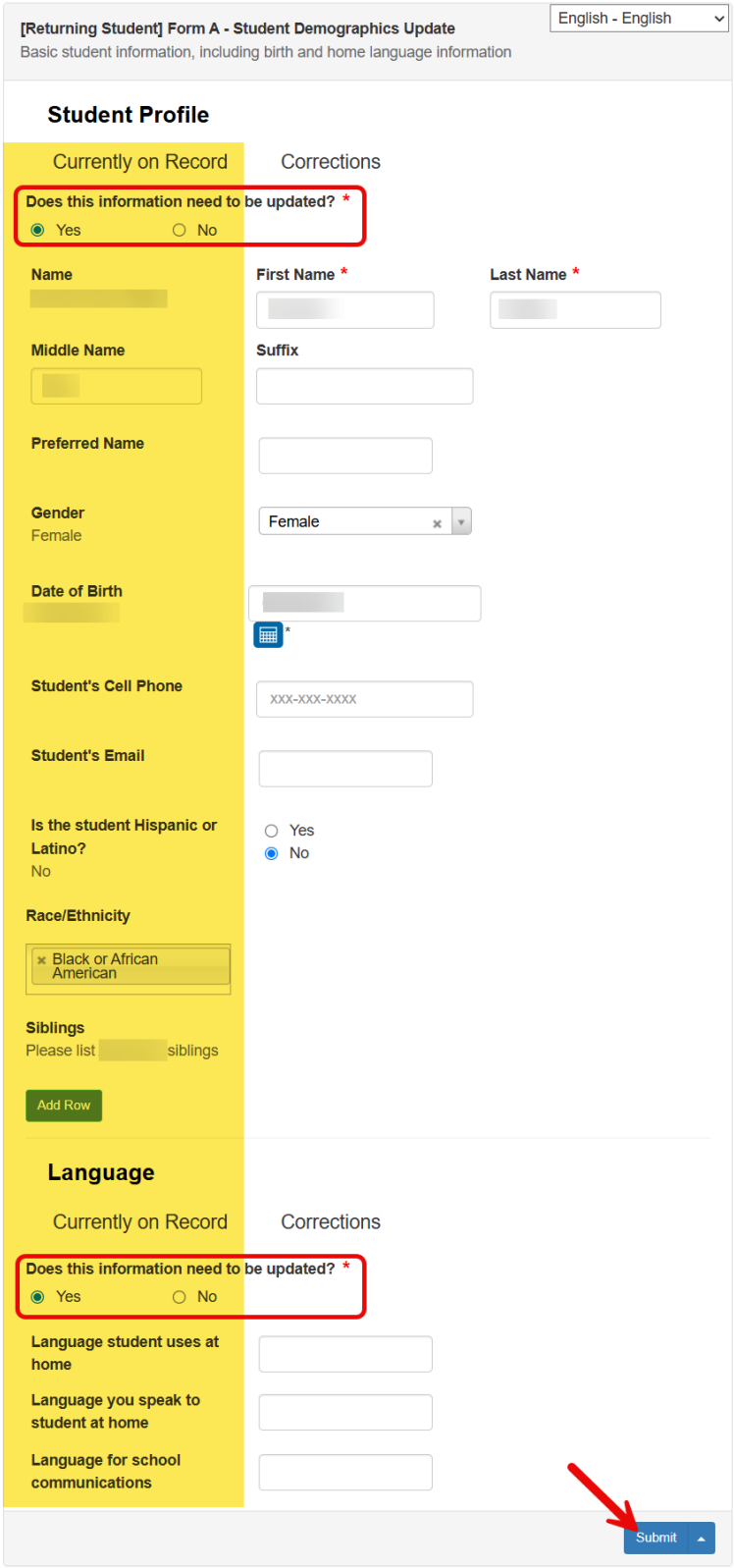


Part 2: Complete Returning Students Enrollment Forms (Optional)

Click on any of the Leona Returning Student forms to update information about your student.



Form A – Student Demographics



This form contains student information that is currently contained in PowerSchool.

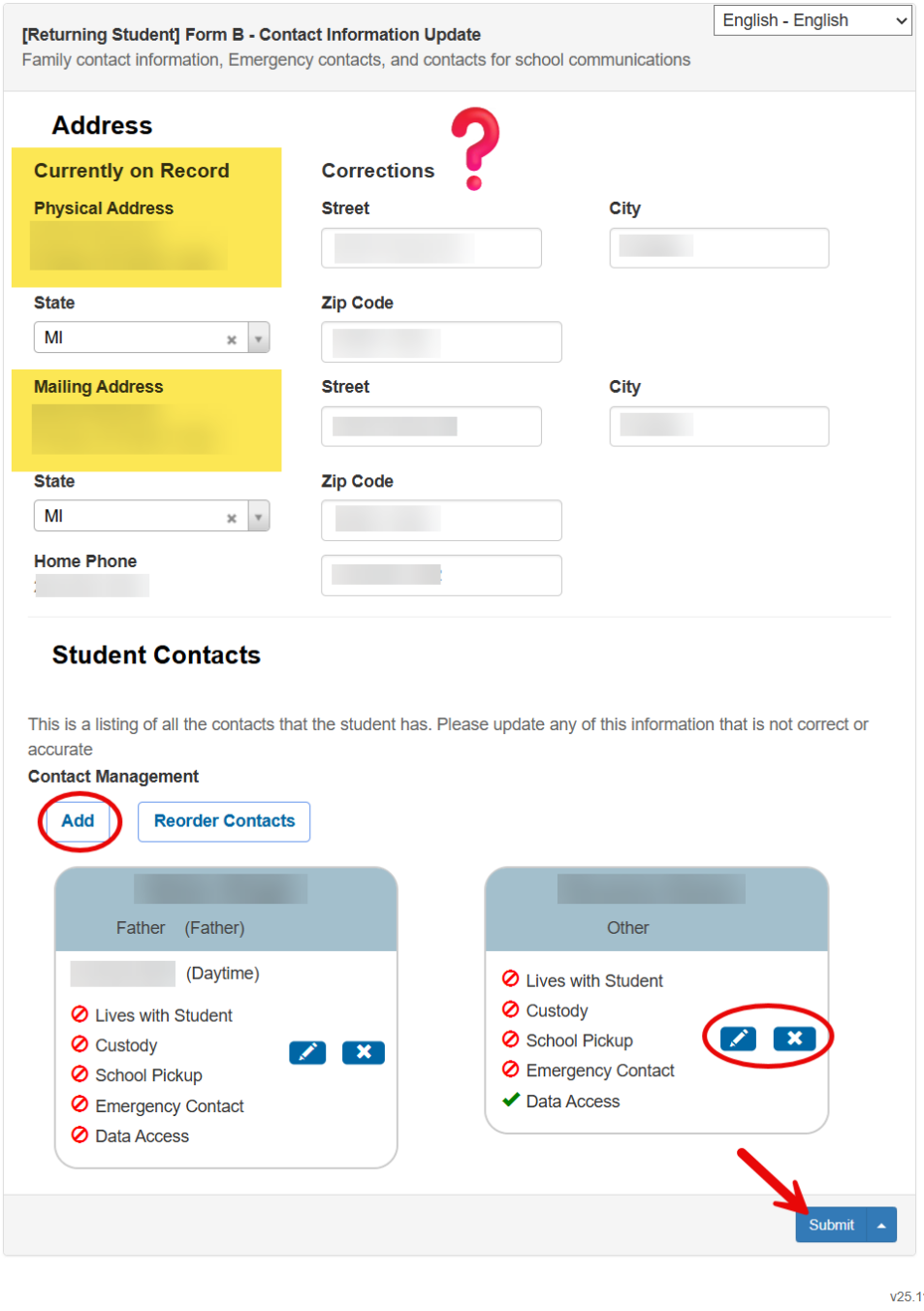
The information found here generally remains the same from year to year: such as Date of Birth, Gender, Race/Ethnicity.

If any information needs to be updated or corrected, click the Yes button and fill in the correct information on the right side.

Update the Language Section (such as Home Language) if needed (or missing).

Click Submit to update information.

Form B - Contact Information Update



This form displays current contact information for this student contained in PowerSchool.

If any information needs to be updated, enter the corrections in the fields on the right side of the page.

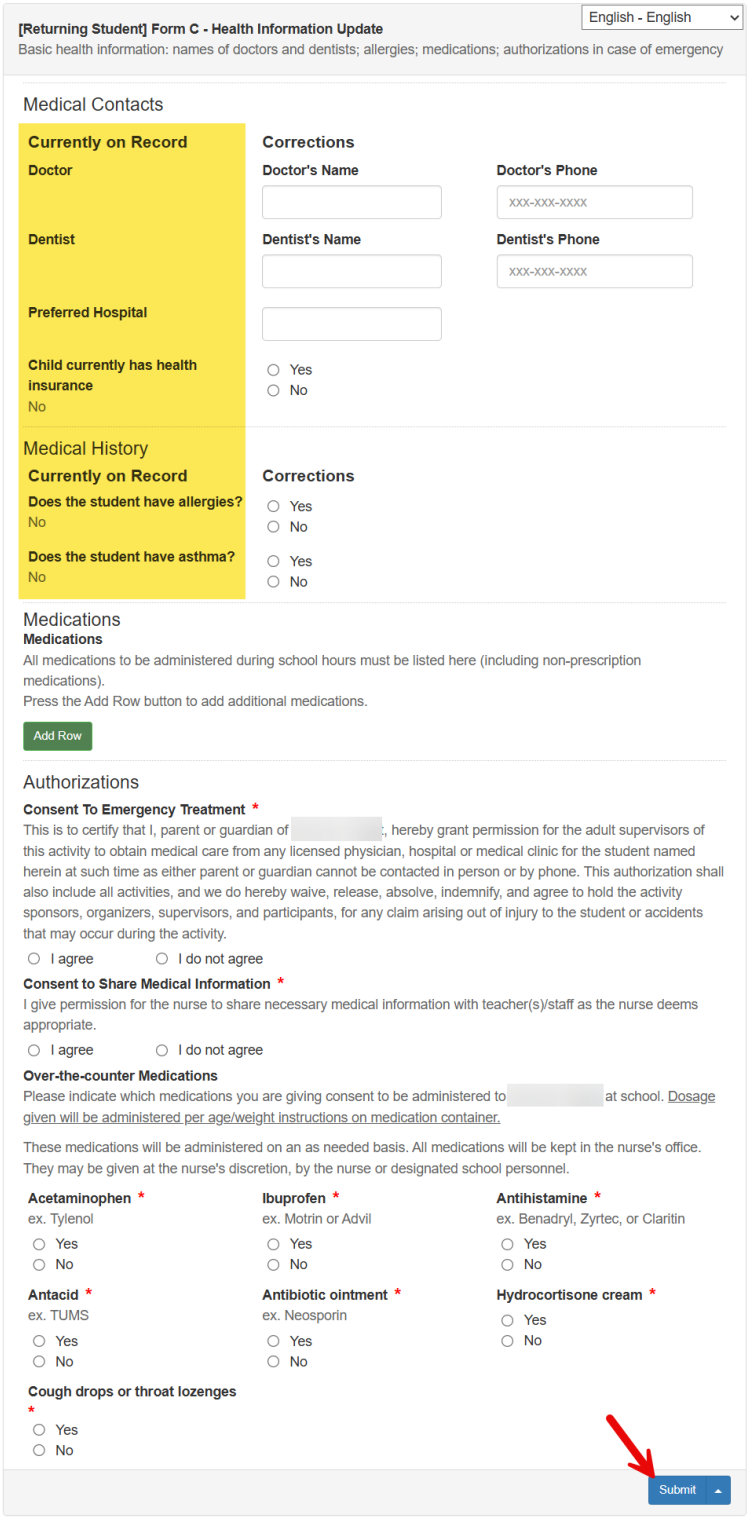
The Contacts for this student will be displayed here.

New Contacts may be added by clicking the Add button. Fill in the contact's information on the Pop-up Window. The order of contacts may be organized, as well.

Contact information may be updated by clicking the pencil icon, or they may be deleted by clicking the X icon.

Click Submit at the bottom of the page.

Form C - Health Information Update



This form displays current health information for this student.

If any information needs to be updated, enter the corrections in the fields on the right side of the page.

Some of this information is used for school purposes only, in the event of an emergency.

Click Submit at the bottom of the page.