

**Kokomo School Corporation**  
**FAQ - Online Registration for Returning Students**

For the 2019-2020 school year, Kokomo School Corporation will be using **PowerSchool Enrollment** for online student registration.

***Frequently Asked Questions...***

**1. *What information will be collected through online registration?***

- Student Information
- Parent/Legal Guardian Information
- Emergency Contact Information (up to three)
- Health Information
- McKinney-Vento Information
- Active Military Information
- Parent/Legal Guardian Agreements
- Electronic Signature (acknowledging all information is correct)

**2. *When do I need to register my child?***

Online registration for students that will be returning to Kokomo Schools for the 2019-2020 school year will begin on Tuesday, July 16, 2019.

**3. *Where can I find a link to access the online enrollment form?***

A link to PowerSchool Parent Access can be found by clicking the link below:

<https://kcscpowerschool.kokomo.k12.in.us/public/>

**4. *Will I be able to register multiple students at once?***

Yes, once the first form has been completed and submitted, you will be given the option (on the submission confirmation page) to start another registration form. Selected family information will prepopulate on the forms for additional children.

Parents/guardians will still be required to provide information that is specific to each child.

**5. *What should I do if I do not have an email address?***

To access the registration form, a parent/guardian must have a PowerSchool Parent Access account created. An email address is required, since it ensures that the parent/guardian receives a confirmation email after the enrollment form has been completed. Several online companies allow you to sign up for a free email account. If you would like to set up an email account and need help, please contact your child's school for assistance.

**6. *What should I do if I do not have internet access?***

If you do not have access to the internet at home, your child's school will have school devices available during enrollment days (July 16-18, 2019). In addition, the KHCP Library has computers available for public use during their normal business

hours.

**7. What if my child is moving from elementary to middle school or middle school to high school within the district?**

Students moving from a KSC elementary to middle school or middle school to Kokomo High School, are considered a “returning student.” Their next school indicator based on home address (or school choice request made in February 2019) allows the district to forward student information to their new school. If you have any questions about which school your child will be attending for 2019-2020, please contact your child’s previous school.

**8. What if I don’t have my PowerSchool Parent Portal login information?**

If you do not have your login information you can recover this information by clicking on: <https://kcscpowerschool.kokomo.k12.in.us/public/> and selecting *Forgot Username or Password?* Follow the instructions provided to access this information. If you are not successful in recovering your information, please submit a request. Click on the [PowerSchool Parent Access link](#) and fill out the form or contact your child’s school.

**9. Can parents/guardians pay school fees through the online registration form?**

Yes, fees may be paid through the online registration form. There will be a section in the form to select this option, which will open in a new tab. You may use a credit or debit card to pay fees. You may also pay by cash or check by going to the school office where your child will be attending.

**10. What happens if I need to stop before I finish completing the form?**

If you need to stop before completing the online registration form, click on the “Save and Logout” button at the top right of the screen. Information will be saved in your account for the next time you return and log in.

**11. Who do I call with questions or for assistance?**

You may contact your child’s school or the KSC Information Technology Department (765) 455-6815 during business hours for assistance. For assistance after hours, you can contact PowerSchoolSupport directly through this link: <https://help.powerschool.com/t5/Contact-Support-Registration/ct-p/contact-support-registration>

**12. I’ve completed the online registration form, now what?**

Upon completion of your child’s information, click “Submit.” This will send your information to the school and generate a confirmation email. Please check your email for this important confirmation. If you did not receive an email, please contact your child’s school for assistance. If you are unable to click on the “Submit” button, please make sure you have answered all the required questions, which are marked “Required”. If you have made sure all questions are answered and you are still unable to submit, please call the PowerSchool Support Line at (866) 752-6850.

**13. How do I make changes to my child's information after completing and Submitting the online form?**

Once the online form has been submitted, the parent/guardian will no longer be able to edit the information. Please contact your child's school for assistance in making any changes.

**14. If I would rather complete paper forms, is this option still available?**

Yes, however, online enrollment is the preferred method of registering your child for school. If you wish to use paper forms, please go to your child's school to enroll on the onsite enrollment dates - July 16-18, 2019.