



Is your child currently an active student enrolled at Clay Lamberton Elementary, Berlin Middle School or Berlin High School?

- **Yes** - complete the Returning Student Enrollment Form
- **No** - complete the New Student Enrollment Form

New Student Enrollment Form	Returning Student Enrollment Form
1. Browse to the Berlin Area School District website: https://www.berlin.k12.wi.us/ 2. Click on Register/Enroll https://www.berlin.k12.wi.us/o/basd/page/enroll-register-student 3. Click on 'Register & Enroll New Student 20XX-XX' Select the correct year • Pre-registration opens in May for the upcoming school year • <u>Summer School enrollment</u> - you must select the <u>current school year</u> 4. Click on 'Create Account' 5. Complete all required fields & click 'Create Account' • If you receive an error message stating "The email address you entered is already linked to an account" then do the following: 1. Enter your email in the Sign In section 2. Click on the 'Forgot password?' link 3. If you don't get an email, call your school 6. Add your child(ren) as students 7. Go to the Dashboard and complete the New Student Registration form for each child	1. Browse to the Berlin Area School District website: https://www.berlin.k12.wi.us/ 2. Click on the PowerSchool link in the upper right corner of the district's homepage 3. Enter your PowerSchool Parent Portal login credentials 4. If you do not remember your username or password you can use the 'Forgot Username or Password?' link • On the 'Forgot Password' tab, enter both your username & email • If you do not receive an email with your username and/or password then we might have a different email address on file and you will need to contact the school for assistance 5. Once logged in, scroll down the menu on the side of the screen and click on 'Returning Student Registration 20XX-20XX'

Tips for form completion:

1. Review the 'Summary' page & scroll to the bottom, confirm the form is error-free (☒)
2. When the form is error-free, click on 'Next' and then 'Submit'
3. Check your email inbox for a confirmation email (this indicates we received your form)
4. Schedule an appointment to bring in verification documents. Once we have all required documents then we will activate the child's student enrollment.
5. Click on your initials in the upper right corner and then select Save & Sign Out
6. If you have multiple children, you will be asked if you want to import data from the prior form, select yes to save you some time!

*** Questions can be directed to Marcia O'Kon (District Registrar) 920.361.5471 or mokon@berlin.k12.wi.us ***