

# 2020-2021 Student Enrollment Procedures

We are excited to announce online registration for the 2020-2021 school year is now available. GLEAMNS Head Start/Early Head Start uses PowerSchool, which is a user-friendly, web-based student information system. PowerSchool Enrollment is a secure process that allows the Program to collect required enrollment documents and verify information prior to the start of the new school year.

## Instructions

Every parent or guardian is asked to follow the process below to create a family account and then add your child to the account.

1. Click the link below:  
<https://secure.infosnap.com/family/gosnap.aspx?action=24663&culture=en>
2. Click the "Create Account" button.
3. On the "Create an Account" page, enter all requested information and then click the "Create Account" button.
4. Enter student information and select "Next" to continue adding information.
5. Complete all forms necessary for your child to be registered for the upcoming school year. All fields marked as "required" must be answered before the form can be submitted.
6. After you have completed all necessary forms, click "Submit".
7. A new set of forms must be submitted for each child who have been accepted in the Program. Once you have submitted one set of forms, you will have the opportunity to submit another one from the "Submission Confirmation" page.

## Important Notes

The online forms must be completed and submitted prior to your parent intake appointment. If you do not have access to an electronic device, please check with your local library for computer access.

To sign in your family account, you will be asked for your email address and the password you selected when the account was created.



## Information Needed

Please have the following information when completing the online enrollment forms:

- Name, address, and phone number of 1-3 emergency contact person(s)
- Name, address, and phone number of 1-3 authorized release person(s)
- Name, address, and phone number of child's doctor and dentist
- Medicaid and/or insurance number
- Dates of your child's last physical and dental exam

## Questions

If you have questions about the information being requested in the online enrollment system, please contact your child's caseworker.



Please complete your child's forms by September 16, 2020!