



## Groves High School

### Returning Students Registration Process

The Birmingham Public Schools online Returning Student Verification Process (RSVP) for the 2019/2020 school year opens August 1. The RSVP forms allow parents/guardians to provide the most up to date parent contact, emergency contact, agreements, and health information. To simplify the process, we placed a link in the PowerSchool Parent portal that will allow you to go directly into the electronic forms without the need for a Snapcode this year.

To start the process visit <https://birmingham.powerschool.com/public/home.html>.

After successfully logging into the Parent Portal:

1. Select the student you wish to register along the top
2. Select the "**Returning Student Verification Process 2019-2020**" icon on the left side.
3. Enter the Birthday for the student you have selected
4. Click **Continue** and you will launch the electronic forms for verification and completion.

#### **I can't remember my login for the PowerSchool Parent Portal.**

If you aren't able to retrieve your login credentials using the "Having trouble signing in?" link on the Sign In page, please contact Mrs. Reeves directly at 248-203-3501 (after August 1) for assistance in logging in to the Parent Portal.

#### **Do I have to answer all the questions?**

Questions marked with the word "REQUIRED" are required to submit the forms.

#### **What if I make a mistake?**

If you would like to make a change **prior to submitting** the form, you can either navigate back to the page using the "Prev" and "Next" buttons or if you are on the REVIEW page click on the underlined field. If you have already submitted the form you will need to contact Groves directly so we can make the changes for you.

#### **I've completed the form, now what?**

Once you have finished entering your information click "SUBMIT." This will send all ~~of the~~ information you have entered to Groves. If you cannot click on this button, you will need to make sure that you have answered all REQUIRED questions. Once you successfully submit your forms, you will receive a confirmation email to the email address used when you created your account. Bring a hardcopy or electronic version of the email to the in-person registration in late August.

If you need to make changes after you have clicked "submit," then you must contact the Groves office.

#### **What if I have more than one student in the district? Do I need to do this for each child?**

Yes, you will need to provide information that is specific to each child (i.e. health concerns). We recommend that you complete and submit one form and then start another. After completing your first student, the system will allow you to "snap" (or share) selected family information, which saves you time. The family information includes emergency contacts and parent/guardian contacts.

#### **Help! I'm having technical difficulties (MOBILE UI).**

For technical support, visit our [PowerSchool Community](#) help center or click "Help" from any form page.

**Please note:** Please refer questions regarding class schedules to counselors. Counselors return to school on Monday, August 19, 2019.

**RSVP WINDOW starts August 1**

**Must be completed prior to In-Person Registration held August 22 or 23.**