

To the parent(s) of:Á
FirstName LastNameÁÁÁÁÁÁÁÁ
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Franklin, MI 48025

Birmingham Public School District - Returning Student Registration

To the parent(s) of: **FirstName LastName,**

We are excited to announce our new online PowerSchool Returning Student Registration system replacing the paper forms sent home for each new school year. This new process will save valuable time and allow you to update and correct your student's information. Your Returning Student Registration for FirstName LastName at Birmingham Public School District will be available beginning May 21, 2018.

When do I have to complete the online Returning Student Registration forms?

Returning Student Registration forms are due by ***Friday, June 8, 2018.***

When do I register for district athletic teams?

All parents interested in registering students for a BPS athletic team must first complete the individual building registration process. During the registration process you will be asked if you intend to register for BPS athletics. If you specify yes to this question you will receive next step directions for athletics in the coming months.

How do I get started?

Visit your school's website and click the enrollment link. On the enrollment page you will find details describing the electronic registration process and a link you need to click to the district's official Returning Student Registration site.

Then, enter your student's snapcode: dsb v800FFnpg]]

What's a snapcode?

The snapcode is like a key (or unique identifier) to your child's Returning Student Registration for the upcoming school year. You should receive a unique snapcode or snapcode link for each child. The snapcode saves you time and provides you with the opportunity to review the contact, emergency contact, medical and other information we currently have on file, giving you the opportunity make any corrections.

Should I create an account?

Since you've never completed an online Returning Student Registration for Birmingham Public Schools, you must create an account. This allows you to begin the registration process, securely save your work and come back at a later time if necessary. You can use your email address or cell phone number and a password of your choice. When setting your password please keep this confidential, as you would with any of your online accounts. You will use the same account to complete forms for multiple children with a unique snapcode for each child.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required and must be completed before submission.

What if I make a mistake?

If you would like to make a change, click on the underlined field or click "< Prev" to return to a previous page.

I've completed the form, now what?

When you have finished entering your information, click "**Submit.**" This will send all of the information you've entered to the school. 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. ***To make any changes that you would like to the forms after submission and receiving a confirmation email, you must contact your building main office.***

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

Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one Returning Student Registration, at the end of which you will be asked if you have another student. Responding yes will allow you to automatically transfer shared family information, which will save you time.

I don't know what a question is asking.

You can contact the building main office to ask any general questions about the form or the Returning Student Registration process.

Help! I'm having technical difficulties.

For technical support, contact InfoSnap directly at 866-752-6850, visit <https://infosnap.zendesk.com> or click "Contact Us" from any form page.

Thank you!

Birmingham Public School District