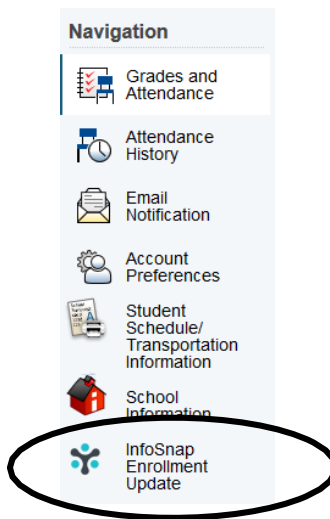


PowerSchool Registration - Infosnap

Enrollment Update

Parent/Guardian Directions for Returning Students

- Parents/guardians will login to the PowerSchool Parent Portal with their existing credentials
 - The Parent Portal is located at <https://powerschool.sayrevillek12.net>
 - Parents must access the Parent Portal from a web browser on either a computer or mobile device. The Infosnap Enrollment Update is not supported in the PowerSchool Parent Portal app for mobile devices
 - If a parent does not have a Parent Portal account please email powerschool@sayrevillek12.net, verification of guardianship will be required.
 - If a parent has forgotten his/her password there is a password reset feature on the Parent Portal home page labeled “having trouble signing in”
- Once a parent has logged in to the Parent Portal click the Infosnap Enrollment Update button



- Clicking the InfoSnap Enrollment Update button launches the InfoSnap enrollment update website
 - If the website does not launch or launches with an error please email powerschool@sayrevillek12.net for assistance.
 - Please note that each child can only be updated once per year, if a parent/guardian or any other person with access to the child’s Parent Portal submits the form another parent or person with access to the child’s Parent Portal will not be able to make changes in InfoSnap. Additional changes in this situation will need to be made by contacting the child’s school directly.

- Parents/guardians will have the option to sign in with an existing InfoSnap account if you have used the Infosnap system before for Sayreville Public schools or they will be able to create a new account in InfoSnap
- Once parents/guardians have signed in or signed up for Infosnap he/she will be provided with directions for completing InfoSnap, these directions are subject to change so please read the website carefully

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Online Returning Student Registration

Welcome to Sayreville Public School District Returning Student Registration, powered by InfoSnap. Please follow the steps below to continue.

1. Click "Next >" on this page, and enter the information requested by the online forms.
Note: Required fields are marked with a red asterisk, and Sayreville Public School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review" page, check your data before submitting.
3. Click "Submit"!
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation from InfoSnap.

Returning Student Registration for Additional Students

A Returning Student Registration form must be submitted for each **Returning Student** registering at Sayreville Public School District. Once you have successfully submitted one Returning Student Registration, return to the **PowerSchool Parent Portal** to complete registration for any additional students.

Technical Support

For any issues regarding access to the PowerSchool Parent Portal, please contact powerschool@sayrevillek12.net

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- To update student enrollment parents/guardians will be required to complete the Infosnap online form. An Example of Infosnap pages are listed below.
- Please note that some information will be prepopulated from our Student Information System and will be able to be changed or left as is while other information will require annual reentry.

Student

First Name {
Middle Name {
Last Name {
Suffix {
Date of Birth {
Gender {
Grade {
School {

Residential Address

Address {
City {
State {
Zip {

Check here if student is homeless

Is the residential address provided above correct?
* - Select -

Is the mailing address different than the address provided above?
* - Select -

* Primary Home Phone { } xxx-xxx-xxxx

What is the preferred **email address** for school-related communications?
example@example.com

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Family Information

With whom does the student reside?
(This includes part-time residence).
* - Select -

Are the student's parents divorced?
* - Select -

Is there a custody order limiting either parent's parental rights, i.e. restraining order, judgment, etc.?
* - Select -

Parent/Guardian 1 (Residing with student at 18-4A Winding Wood Dr.)

* First Name

* Last Name

* Relationship to Student - Select -

Home Phone xxx-xxx-xxxx

Cell Phone xxx-xxx-xxxx

Day/Work Phone xxx-xxx-xxxx

At least one phone number must be provided above.

* Email Address example@example.com
 Check here if this parent/guardian does not have an email address

Occupation

Employer

Employer Address

- Upon completion and submission of the InfoSnap Enrollment update a confirmation email will be sent to the parent completing the InfoSnap form.
- Your child's school may contact you to verify any information entered into InfoSnap or collect any required documents that have not been uploaded
- If you have additional children to update please return to the Parent Portal and select the Infosnap Enrollment Update button for the next student you wish to update
- Please note that each child can only be updated once per year, if a parent for any other person with access to the child's Parent Portal submits the form any additional changes will need to be made by contacting the child's school directly.