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INTRODUCTION

New student registration is one of the most paper and time consuming processes in a district or school. Each student has multiple forms to submit. Parents wait anxiously in line to submit their documents, probably having had to take a day off work, hoping they have not forgotten something at home. All of the data have to be entered by school personnel manually. Copies of birth certificates and residency documentation has to be kept on file.

With the Ecollect Enrollment process, paper forms can be replaced with Ecollect Forms within PowerSchool. Parents can fill out and submit their forms when it is convenient for them. PowerSchool is automatically updated with the data entered into the forms. Copies of documents can be electronically submitted and stored. School personnel can see who has completed all of the necessary forms and who has not. And all responses can be viewed within PowerSchool.

The Ecollect Enrollment and Ecollect Suite subscriptions include the Enrollment Form Pack. This form pack contains over a dozen forms ready to be used in your enrollment process. The Ecollect Enrollment subscription includes an additional three custom built forms while the Ecollect Suite subscription includes six custom forms per year. We also provide an external Registration Portal, used to gather basic information about incoming students in order to add the students into PowerSchool.

The screenshot shows the Ecollect Enrollment application form. The header includes the Ecollect logo, the text "Application for Enrollment at Apple Grove 23 Server", and "About Ecollect Enrollment". The Accela School logo is in the top right corner. The form is organized into several sections:

- Student Information:** Fields for First Name, Middle Name, Last Name, Primary Phone, Date of Birth, Grade Level (with a dropdown menu), Enrolling School Year (with a dropdown menu), and Approximate Enroll Date.
- Household Information:** Fields for Street, City, State (with a dropdown menu), and ZIP.
- Guardian Information:** Radio buttons for "Student has sibling currently attending school" and "Student does not have sibling currently attending school".
- Account Information:** Field for School Enrollment Code.

At the bottom, there is a "Validate Identity" button and a red "APPLY TO SCHOOL" button.

GETTING STARTED

AccelaSchool Support will do most of the setup for Ecollect Enrollment. Support will work with you to create an Enrollment School, which acts as a holding school for students to be able to fill out Ecollect Forms while not affecting your student count in your actual school(s). Support will create a custom Registration Portal, external to PowerSchool. They will also set up an SFTP connection to allow students who are added through the Registration Portal to have records created in PowerSchool.

SET UP ENROLLMENT EMAIL

The enrollment email is sent to parents who have created a submission on the Registration Portal. Parents will use the information in the email to create a parent account for themselves if they do not already have one and connect their account with their student.

This email can be customized by your school/district by going to System > Ecollect Enrollment - Email Preferences.

Ecollect Enrollment Preferences

Label	Description
From E-Mail	<input type="text" value="super@yourschool.cor"/>
E-Mail Subject	<input type="text" value="Welcome to the distric"/>
E-Mail Body	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">You're almost done!</div>

Here you can customize the from e-mail, the subject, and the body of the email. Some information you may want to include is

- Steps needed to complete registration
- A list of documentation needed and where to bring it
- Important dates and deadlines
- Instructions on how to create a PowerSchool account

Ecollect will add the following to the bottom of the email to enable to parent to connect their parent PowerSchool account with their student's record.

- Date and time
- Access ID
- Access password
- Student name
- PowerSchool address

PUBLISH FORMS TO ENROLLMENT SCHOOL

New students will be added to the Enrollment School, so that is where you will want to publish any forms that they need to fill out prior to being placed into their official school. The Enrollment School is included in the list of schools in the form properties. Select the Enrollment School from the school list for those forms you would like published to incoming students.



Some forms may only be relevant to specific grade levels. Use the  icon next the Share Permissions to open the Role Sharing window.

Role Sharing
Role based permission, user group access, and Global portal form sharing.

Global Admin

Shared with:

- Schools (Default)
- Existing Selection [0] 
- New Selection [30] 
- PowerSchool Field Conditions

Field Condition:

PowerSchool Field:	Operator:	Value:
Grade_Level 	in	9,10,11,12

[Close](#)

Here you can choose the PowerSchool Field Conditions option, set PowerSchool Field to Grade_Level and set which grades you wish the form to be published to.

By default, Approval is not enabled in the Enrollment School. Contact AccelaSchool support at support@accelaschool.com if you would like to have it enabled.

NOTIFICATIONS

It may be useful to be notified when a parent has completed all of the enrollment forms. As there are usually a number of forms that will need to be filled out for a new student, it might not make sense to turn on Notifications for every form. The Enrollment Form Pack includes the form X - Consent and Acknowledgment. It has the parent acknowledge that they have completed all of the other enrollment forms. This form, or something like it, may be a good candidate on which to enable Notifications.

Because all students in the Enrollment School are in the same school, regardless of the school they will be registered in when their enrollment is complete, school specific Notifications cannot be used.

SHARE THE REGISTRATION PORTAL

You will need to share the link to the Registration Portal with prospective parents, perhaps including a link on your school/district website.

To submit the Registration Portal, the parent will need the School Enroll Code. As a new student record will be created in PowerSchool when the parent submits this portal, it is important that only students who have never been in the school/district previously and do not have a pre-existing PowerSchool student record use the portal to begin the registration process. It may be a good idea to require a parent to contact the school to get access to the School Enroll Code so that someone can verify the student does not have an existing record.

Once the Registration Portal is submitted, the parent will receive the [Enrollment Email](#) at the email address they provided on the Portal. It is important that the provided email address is one that they check regularly. A new student record will be created within 15 minutes of the submission and be assigned to the Enrollment School.

If a student is re-enrolling into the district/school, transfer the existing student record to the Enrollment School to allow the parent to complete the enrollment process.

END USER EXPERIENCE

PARENT

The parent will fill out the required information on the Registration Portal, including the School Enroll Code that you have provided. They will receive the Enrollment Email with instructions on making a new PowerSchool account.

Once the parent is logged into PowerSchool, they will use the Access ID and Access Password from the Enrollment email to link their account to their student. They will then have access to the forms published to the Enrollment School.

The parent will fill out the enrollment forms and follow any additional instructions included in the Enrollment Email with regards to dates and documentation.

ADMINISTRATOR

Follow the setup instruction in [Getting Started](#).

You will not receive a notification email when a parent submits the Registration Portal, but if you have Notifications enabled on any of the Enrollment forms, you will be notified as the forms are submitted. You may want to verify that the data entered by the parent is correct.

You can see who has not submitted a particular form by viewing the Response Report for the form. First, make a selection of all the students in the Enrollment School. Click on the Ecollect Forms link on the PowerSchool Admin Portal home page. Find the form in question. If you do not own the form, you will need to look for the form on the District Forms tab at the top of the screen.

My Forms Subscription Forms District Forms

Ecollect

These forms are owned by you.

[New Form](#)

Form Name	Description	Category	Owner	Type	Publish				
District Office 2017-2018 School Year Student Data Confirmation Request	Please confirm the information on this page and make any necessary changes where needed.	Office	z31, 31	Collaborative - Student	Yes				
Field Trip Request Form		Field Trip	z31, 31	Other	Yes				
Break In, Property Damage or Theft		Office Forms	z31, 31	Other	No				
Bus Conduct Report		Principal Form	z31, 31	Other	Yes				
Child Abuse and Neglect	Confidential documentation report of suspected child abuse or neglect. Report	Principal	z31, 31	Other	Yes				

Click on the icon on the right hand side of the row to open the Response Report. Change the drop down labeled Current Responses to Current Selection Nonresponders. This will provide a list of those students currently in the Enrollment School who have not yet submitted the form.



Any communication that needs to be made with these or any other student will be done by the school/district. Ecollect is not able to automate this contact.

MOVING STUDENTS OUT OF THE ENROLLMENT SCHOOL

Once a student has completed the required forms and provided the needed documentation, they are ready to be moved into their real school.

If this is an enrollment that has occurred after the End-of-Year process has been run, such as a mid-year enrollment, this is treated as an in-district transfer.

If the enrollment is part of new student registration and occurs before the End-of-Year process has been run, the transfer can be made part of that process. Set Next_School and Next_Grade to match where the student will attend during the new school year. Include the Enrollment School in the End-of-Year process.