



STEPS for NEW STUDENT REGISTRATION 2023-2024



Step #1 ~ Complete the PRE-Registration with basic information on your child:

<https://ps-no.metasolutions.net/public/formbuilder/form.html?formid=84573516>

* Choose the CORRECT School Year – 2023-2024

* Be sure to click on the blue “**Apply to School**” to complete the Pre-Registration.



Step #2 ~ Gather the necessary documents for registration:

1. Child’s Birth certificate or Passport
2. Child’s Immunization Records
3. Current mortgage or lease statement/bill
4. One (1) current utility bill (gas, cable, electric, phone, water) or voter registration card
5. Picture ID (license, state ID) of legal guardian/custodian of child



Step #3 ~ You will receive an email from North Olmsted PowerSchool Enrollment Process within the hour stating your Pre-Registration has been approved. Follow the instructions to create a PowerSchool Parent account for your child. <https://ps-no.metasolutions.net/public/>

~ Click on the **CREATE ACCOUNT** tab

~ You will need to refer back to the email sent to you for linking the student’s Access ID and Password (**located at bottom of the email**)

(NOTE: If you have an **existing** Parent PowerSchool Account with North Olmsted, simply add your new child.

Login with exiting credentials to above website >> Left menu click on “*Account Preferences*” >> Click on “*Students*” tab >> Click on blue button “*Add*” >> use the information in email sent above to complete Access ID and Password.) Then proceed to Step #5.



Step #4 ~ If creating a NEW PowerSchool Parent Account, you will receive an email to verify your account.



Step #5 ~ Log into your Parent PowerSchool Account.

- ~ Navigate to the left side menu and click on “**Forms**”
- ~ Click on the “**Enrollment**” tab and complete the forms listed.
- ~ You will upload your documents from Step #2 as jpegs, PDFs, or WORD docs on certain tabs as requested.
- ~ When the last form has been completed you will receive a THANK YOU! Message.

The District Registrar will contact you once the Registration forms are completed and proper documents submitted.

If you are unable to submit the necessary registration documents in Step #5 using the Parent PowerSchool account, you may do one of the following:

1. Send an Email to: Registration@nolmsted.org with Subject Line: (Your Child’s Full Name).
Attach phone pictures or PDFs of necessary documents listed in Step #2. **This is the preferred method to send in the remaining documentation. OR**
2. Copy the documents and send by U.S. Mail to: North Olmsted City School Registrar,
26669 Butternut Ridge Road, North Olmsted, OH 44070 **OR**
3. Copy the documents; place in a sealed envelope; bring to the North Olmsted Administration Building and put in the designated black drop-off box at the front of the building.