PowerSchool Online Enrollment

Directions for Parents/Guardians

1. Gather necessary documentation:
   - An original birth certificate with raised seal for the students
   - Acceptance Letter from Charter School (transferring)
   - Student's School Records or Record Release Form (from previously attended school)
   - Custodial Parent/Guardian Documentation (if Applicable):
   - Transfer Card or Clearance Form (from previously attended school)
   - Health/Immunization Record
   - Proof of Residency:

TYPE	PRIMARY (ONE of the following)	OR	SECONDARY (TWO of the following)
Own	Original Deed **OR** Property Tax Bill **OR** Closing Statement **OR** Agreement of Sale		Documents with address accepted: Any Utility Bill (from current month of registration date) Any Insurance Documents Pay Stub Car Registration Monthly Benefits Statement
Rent	Official Lease with Expiration Date		Secondary Documents listed above may be provided by a renter and/or landlord
Other Alternate/Temporary Living Arrangements	Notarized Affidavit of residence (living with family/friend or homeless). Host families are required to provide a notarized letter along with two proofs of residency in the homeowner's name.		

**Please note any bill must be for the current month of registration date.

2. If you don't have an email account, create one for free using a provider such as google.com (Gmail) or yahoo.com. If creating a new email, please make sure you can log into the account as we will be communicating with you via email.

3. Vistit the district registration page at:
https://www.trentonk12.org/students_and_families/registration
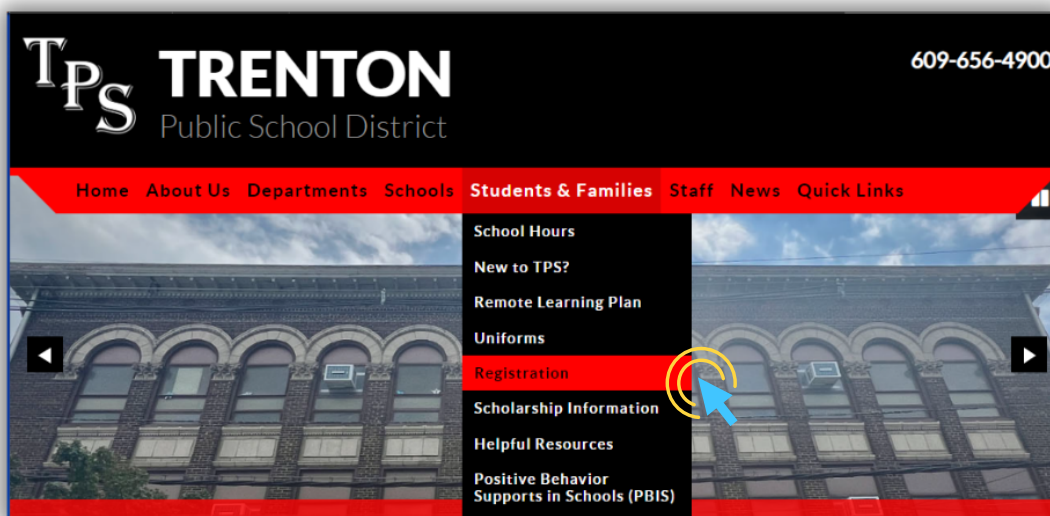
4. Click on the link for our registration portal. Applications are provided in English, Spanish, and Haitian Creole.

5. Clicking on the link will take you to this website. Click on Create Account.

6. Fill out the required information then click on Create Account at the bottom of the page. This will bring you to the application.

You can change the language preference of the form at any time.

7. Fill out each page of the application.

You can switch between pages by clicking on the titles in the left column. You can also move through the pages by clicking on the "Previous" and "Next" buttons that appear on the bottom of each page.
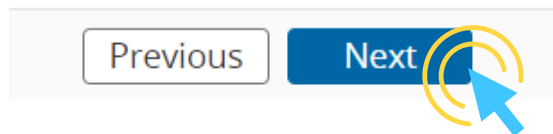
*Your progress is saved as you fill out the form.*

8. When on the Contacts Page, please remember to include the person who is filling out the online application as a contact. The information entered to create the Enrollment account is NOT automatically filled in for this section.

9. Documents can be uploaded directly into the Enrollment Portal. If assistance is needed with uploading documents, you may choose to skip this step and Central Registration Staff will assist you at your appointment.
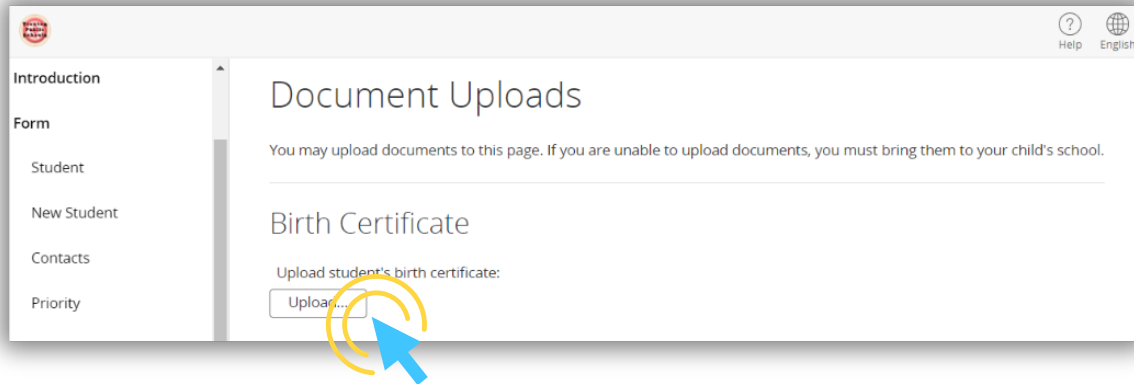

*All parents/guardians will be required to bring their documents to an in-person appointment at the Central Registration Office.

10. The Summary Page will tell you if you are missing any information and which page the missing item is on.
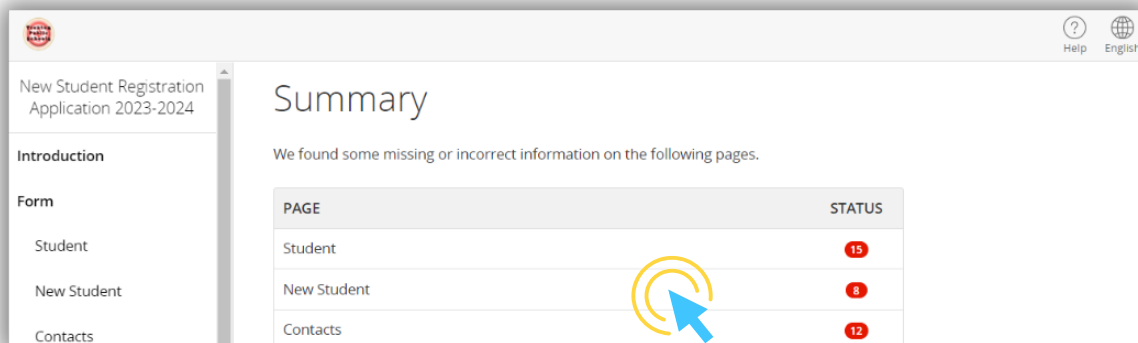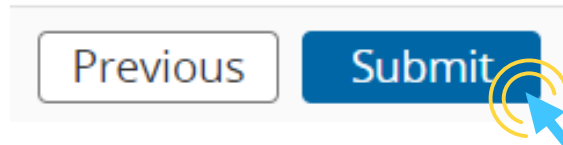

You can return to a previous page to fill in missing information by selecting the page from the list or by clicking on the "Find Invalid Fields" button at the bottom of the page.
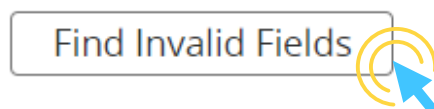
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When the status of all pages of the application is a green checkmark, Click on the submit button at the bottom of the page.

Previous   Submit

Once your information has been reviewed, you will receive a link to schedule an appointment. Your appointment is to finalize your application and verify any documents.

The appointment link will be emailed to the address you recorded, please keep a look out!

If you do not receive an email or have any other complications with your application, please contact our office at 609-656-4900 extensions 5733, 5734 or 5736.

In person support is also available. We look forward to seeing you!