

New/Transfer Student Online Enrollment

If your student has never attended one of the Las Vegas City Schools (Mike Mateo Sena Elementary, Los Niños Elementary, Sierra Vista Elementary, Memorial Middle School, or Robertson High School) then please follow the process below to enroll your students.

1. Go to our district website at www.cybercardinal.com
2. On the top menu, click on the, "Schools" dropdown menu and then select, "New/Transfer Student Enrollment."
3. On this page, click on the, "Click Here to go to the Pre-registration link" link.
4. Complete pre-registration form and click the "Submit" button.

Pre-Registration Form

Student Information

First Name * Middle Name Last Name *

Home Phone

DOB *

Gender

Grade Level *

Household Information

Street City

State Zip

Guardian Information

email *

5. Once form is submitted you will receive an Enrollment Pre-registration email with instructions, the website for completing the registration, and your login your login information, etc.

Date: Tue, May 2, 2023 at 12:30 PM
Subject: New Account for Las Vegas City Schools
To:

Thank you for beginning the process of enrolling your student with Las Vegas City Schools for the 2023-24 school year. Below are instructions to complete the enrollment process.

Step 1: Set up a PowerSchool account
If you do not already have a PowerSchool account, you can set one up by doing the following:

1. Open the internet browser on your computer
2. Type <https://cybercardinal.powerschool.com/public/home.html> into the address bar.
3. Click on "Create Account" Tab
4. Fill in the information requested for your desired username and password.
5. Enter your student's full name, Access ID and Password (see below)

If you already have a PowerSchool account, use the Access ID and Password below to link your new student account

Step 2: Complete Enrollment forms
New Students-Fill out New Student Registration Forms
Transfer Students-Fill out Transfer Student Registration Forms

In PowerSchool, select the student you are enrolling and click on the Ecollect Forms link with the left navigation menu.
**Complete all forms.

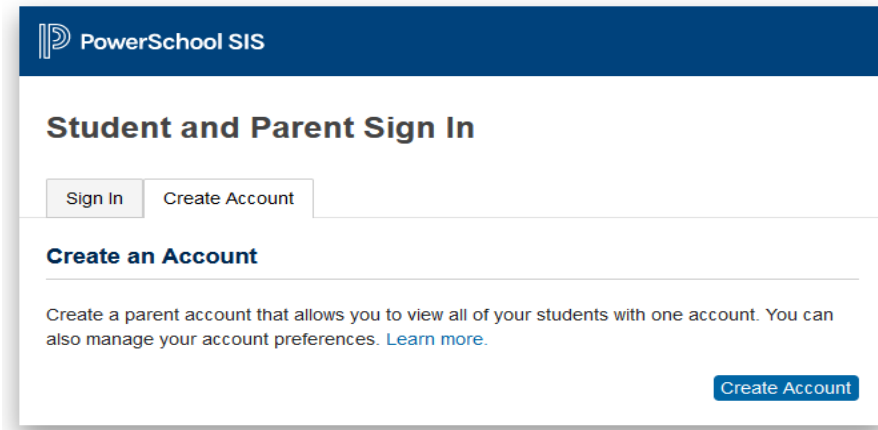
Step 3: Provide Documentation
If you are unable to upload documentation via the document upload elements on the form, please bring the following documentation to the Las Vegas City Schools Administration Offices at 901 Douglas Ave. Las Vegas, NV 87701 between the hours of 8:00 AM - 4:00 PM on Mondays through Fridays:

1. Proof of immunizations
2. Child's birth certificate

If you have questions, please call your base school's office between 7:30 AM and 3:30 PM, Monday - Friday.

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6. Open the link that is in step 2 of the email you received



PowerSchool SIS

Student and Parent Sign In

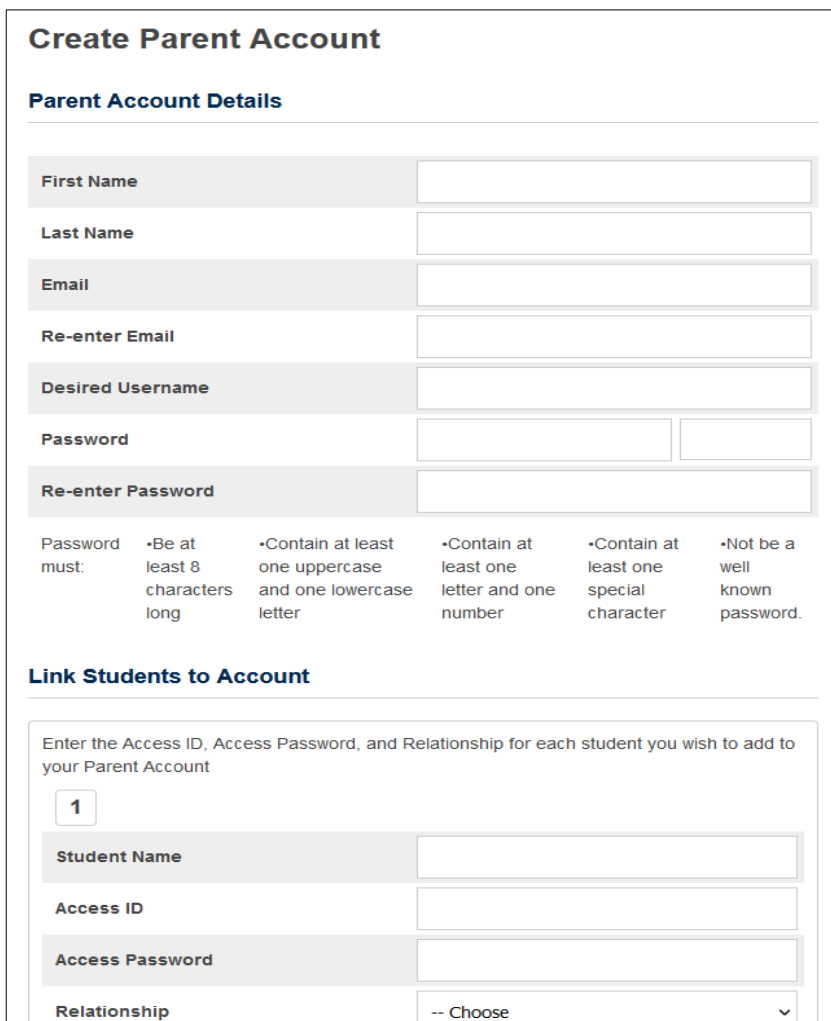
Sign In Create Account

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

7. Change tab from, "Sign In" to, "Create Account."
8. Click the, "Create Account" button.
9. Complete Parent Account Details (Use the information on parent email to link your student to the parent account. The student's access code and password are listed on the parent email.)



Create Parent Account

Parent Account Details

| | |
|-------------------|--------------------------|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Re-enter Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> |
| Re-enter Password | <input type="password"/> |

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character
- Not be a well known password.

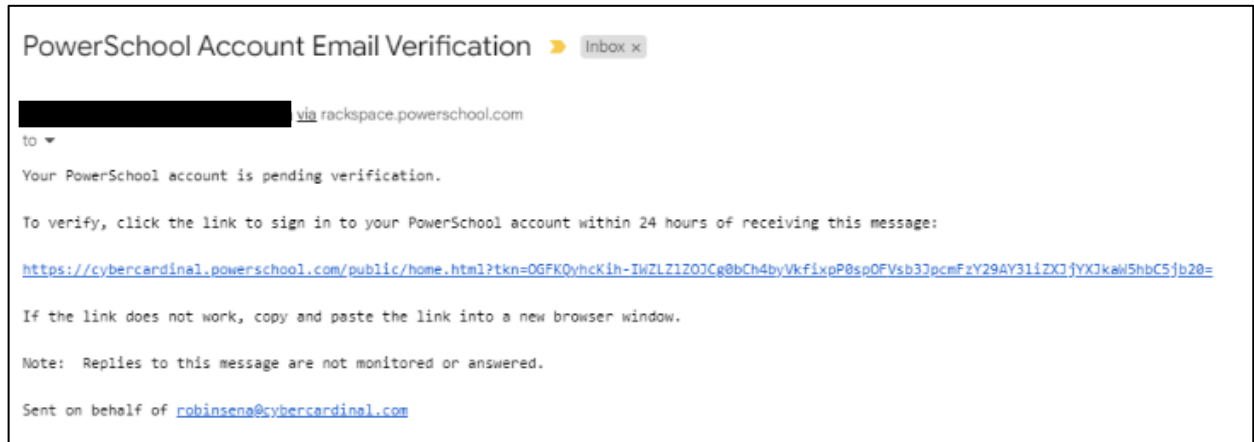
Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

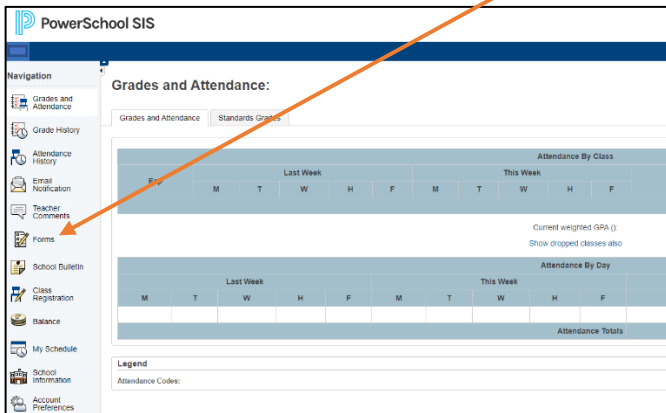
| | |
|-----------------|--|
| 1 | <input type="text"/> |
| Student Name | <input type="text"/> |
| Access ID | <input type="text"/> |
| Access Password | <input type="password"/> |
| Relationship | -- Choose <input type="button" value="v"/> |

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- After completing and submitting the form, you will receive an email with a “PowerSchool Account Email Verification link.” Please make sure to verify account within 24 hours.



- Login to account using username and password.
- On the left “Navigation menu, click on “Forms.”



- Click on the, “Enrollment” tab and complete the New or Transfer Student Registration Forms, depending on your circumstance.

