New/Transfer Student Online Enrollment

If your student has <u>never attended one of the Las Vegas City Schools</u> (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 <u>www.cybercardinal.com</u>
- 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.

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Email *	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 Los Verse 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:
 Type https://cybercardinal.powerschool.com/public/home.html into the address bar. Click on "Create Account" Tab
 Fill in the information requested for your desired username and password. 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, NN 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.

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

D 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 Ac	count Det	ails			
First Name	e				
Last Name	•				
Email					
Re-enter I	Email				
Desired U	sername				
Password					
Re-enter F	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 Stud	lents to Ac	count			
Enter the A your Paren	Access ID, Acc It Account	ess Password, and Re	elationship for eact	n student you wi	sh to add to
Student	Name				
Access I	D				
Access F	Password				
Relation	ship		Choose		~

New/Transfer Student Online Enrollment

10. 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.

PowerSchool Account Email Verification > Inbox ×
<u>via</u> rackspace.powerschool.com to ▼
Your PowerSchool account is pending verification.
To verify, click the link to sign in to your PowerSchool account within 24 hours of receiving this message:
https://cybercardinal.powerschool.com/public/home.html?tkn=OGFKQyhcKih=IWZLZIZOJCg@bCh4byVkfixpP0spOFVsb3JpcmFzY29AY3liZXJjYXJkaW5hbC5jb20=
If the link does not work, copy and paste the link into a new browser window.
Note: Replies to this message are not monitored or answered.
Sent on behalf of <u>robinsena@cybercardinal.com</u>

- 11. Login to account using username and password.
- 12. On the left "Navigation menu, click on "Forms."

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13. Click on the, "Enrollment" tab and complete the New or Transfer Student Registration Forms, depending on your circumstance.

General Forms Class Forms Enrollment Student Support	\$
	Search forms
New Student	
[New Student] AUTHORIZATION FOR STUDENT RELEASE	Not Started
[New Student] BLANKET PERMISSION REQUEST	Not Started
[New Student] Digital Equity Information Sheet	Not Started
[New Student] Family Educational Rights and Privacy Act (FERPA)	Not Started
[New Student] Health Authorizations	Not Started
[New Student] INTERNET & EMAIL PERMISSION CONTRACT	Not Started
[New Student] NM Home Language UsageSurvey	Not Started
[New Student] Residence Survey McKinney-Vento Eligibility Questionnaire	Not Started
[New Student] School Dental Program	Not Started
[New Student] Spanish Heritage Language Bilingual Program	Not Started