



NEW HAVEN PUBLIC SCHOOLS

Online Student Registration Guide



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Online Student Registration

New Haven Public Schools uses an online enrollment tool. This process replaces the use of many paper forms. If you do not have access to a computer, you may contact the Office of School Choice & Enrollment for assistance in English or Spanish.

- **New to Online Enrollment?** It is easy to get started. Please carefully follow the information below or paste this link into your browser:

<https://www.newhavenmagnetschools.com/index.php/services/registration>

- **Should I create an account?** If you are new to the district AND you have never completed the student enrollment process using Info Snap, our online enrollment tool, you should create an account. Doing so allows you to securely save your work and return to the enrollment form at a later time.
- **Do you already have an account?** If you already have an account, you can sign in and complete the form. You should use the same account to complete forms for multiple students. If you cannot remember your password, simply click on forgot password and follow the steps to reset it.
- **Do I have to answer all of the questions?** Questions marked with a red asterisk (*) are required. If you do not answer them, you will not be able to submit your child's registration.
- **What if I make a mistake?** If you would like to make a change, you can do so only before clicking submit. Use the back button to return to a previous page.
- **I have completed the form, now what?** After you have finished entering your information, click "Submit". This will send your registration form to the Office of School Choice and Enrollment for processing. If the system does not allow you to click "Submit", please re-visit fields highlighted with text indicating, "Required". This indicates you have NOT submitted some required information.
- **What if I have more than one student in the district?** You will need to complete a separate enrollment for each child, because the information you provide is specific to each child. You must submit one enrollment at a time and then start another. You will not have to create multiple accounts; this will allow you to copy shared family information, save time and ensure accurate information is transmitted.

- **My child previously attended New Haven Public Schools, but we had to withdraw from the system because we moved. We are back in New Haven now; do I need to register again?** Yes, each time your child is withdrawn out of the district to another school district, charter school or private school, a new registration is required in order to re-enter New Haven Public Schools.

Directions

Note: You will need a computer to complete the online registration process. You will only need to register if you are:

- 1) A NEW student to New Haven Public Schools,
- 2) A student returning to the district from a charter school.
- 3) A student who is a resident of New Haven and exiting the district to attend a charter school or another district via a choice program.
- 4) Entering school for the first time (Pre-K or Kindergarten).

Are you ready to enroll a new student into a New Haven Public Schools?

If the answer is YES, be sure to have the following documents handy to be scanned and uploaded via our online portal. To complete the registration process, you will need to scan (preferred), upload a picture or fax the following documentation to the Office of School Choice & Enrollment.

INCLUDE EACH OF THE FOLLOWING:

- Photo identification for a parent/guardian
- A copy of the birth certificate (long form) or a passport for child/children

INCLUDE ONE OF THE FOLLOWING DOCUMENTS:

- A copy of the current mortgage statement or original lease agreement for your residence. The name(s) on this must match the name of the legal guardian(s).
- OR
- Two current utility bills (within the last 30-60 days) for your residence (UI, gas, cable, water)

If you are unable to provide the above documentation or do not have a lease or household utility in the name of the listed parent/guardian, please contact the Office of School Choice & Enrollment at 475-220- 1430 or nhpsregistration@new-haven.k12.ct.us. You may be required to complete a residency affidavit.

HOW TO REGISTER

STEP 1: Visit www.newhavenmagnetschools.com and select the tab labeled "REGISTER" located at the top of the screen.

STEP 2: Scroll down the page and select the language you are most comfortable reading. The registration process is available in English and Spanish.

3. NHPS STUDENT REGISTRATION PORTAL LINKS



STEP 3: If you already have a PowerSchool Enrollment account, please log in. If you do not have an account, please create an account. Be sure to use an email address and password you will remember. PowerSchool Enrollment is different from the program where you applied for schools of your choice. However, you can create an account using the email address and password you used to apply in the lottery.

Sign In

Email Address

Password

Remember me on this computer

Sign In

[Forgot password?](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

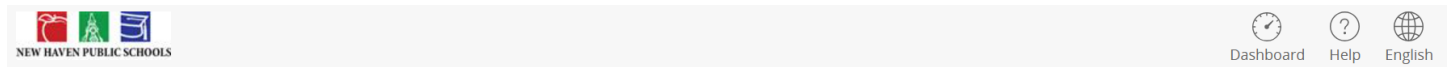
STEP 4: Read and complete each section. Each section with an asterisk (*) is required so you cannot leave it blank.

STEP 5: In the “Document Submission” section, you will be able to upload the necessary documents. You can take a picture on your phone of each document then email them to yourself to upload onto PowerSchool. Immunization records are not required at this time.

The screenshot shows the 'Document Submission' section of the enrollment form. The left sidebar lists navigation options: New Student Enrollment, Introduction, Form, Student, New Student, Contacts, Priority, Medical, Document Submission (highlighted), Signature, and Summary. The main content area is titled 'Please Read Carefully' and contains instructions: 'To enroll a student in New Haven Public Schools, you need to provide documentation confirming the child's age, residency, and the identity of the parent or guardian. Required documents include a birth certificate or passport, two documents proving residency, and a government-issued ID of the parent or guardian. If you cannot upload documents, you can email them to nhpsregistration@new-haven.k12.ct.us or fax them to 203-946-5697, including the student's full name.' Below this are three sections: 'Birth Certificate' with an 'Upload Birth Certificate or Passport' button and an 'Upload...' input field; 'Parent Photo Identification' with an 'Upload Parent Photo Identification' button and an 'Upload...' input field; and 'Proof of Residency' with a partially visible 'Upload...' button. At the bottom are 'Previous' and 'Next' buttons.

STEP 6: Before clicking “Submit”, please review the information you have entered carefully.

STEP 7: Once you have submitted your information, you will receive a confirmation email. You have successfully registered with the New Haven Public Schools.



New Student Enrollment

Thank You for Submitting Your New Student Enrollment

Your information has been successfully submitted to New Haven Public Schools. Optionally, you may print a copy of [New Student Registration](#) for your records.

Note: Once your New Student Enrollment has been successfully submitted you may only make changes to your information by contacting New Haven Public Schools directly.

What are the next steps?

Once you have completed the online student registration and uploaded all of your necessary documents you will be contacted by the Office of School Choice & Enrollment regarding your child's enrollment, important reminders and a school

Immunization and health records are required before your child begins their new school. Please bring all immunization and health records to the Main Office or the School Nurse at your child's school on their first day of school or at your child's new student orientation program. Your child will NOT be assigned to a homeroom or classes and will NOT be permitted to begin their schooling until they submitted all appropriate health records.

I am having technical issues and I am stuck. What do I do? If you are having problems and have followed all instructions in this document, you may contact the Office of School Choice & Enrollment at 475-220-1430 or NHPSRegistration@new-haven.k12.ct.us