

# How to Enroll at KPS

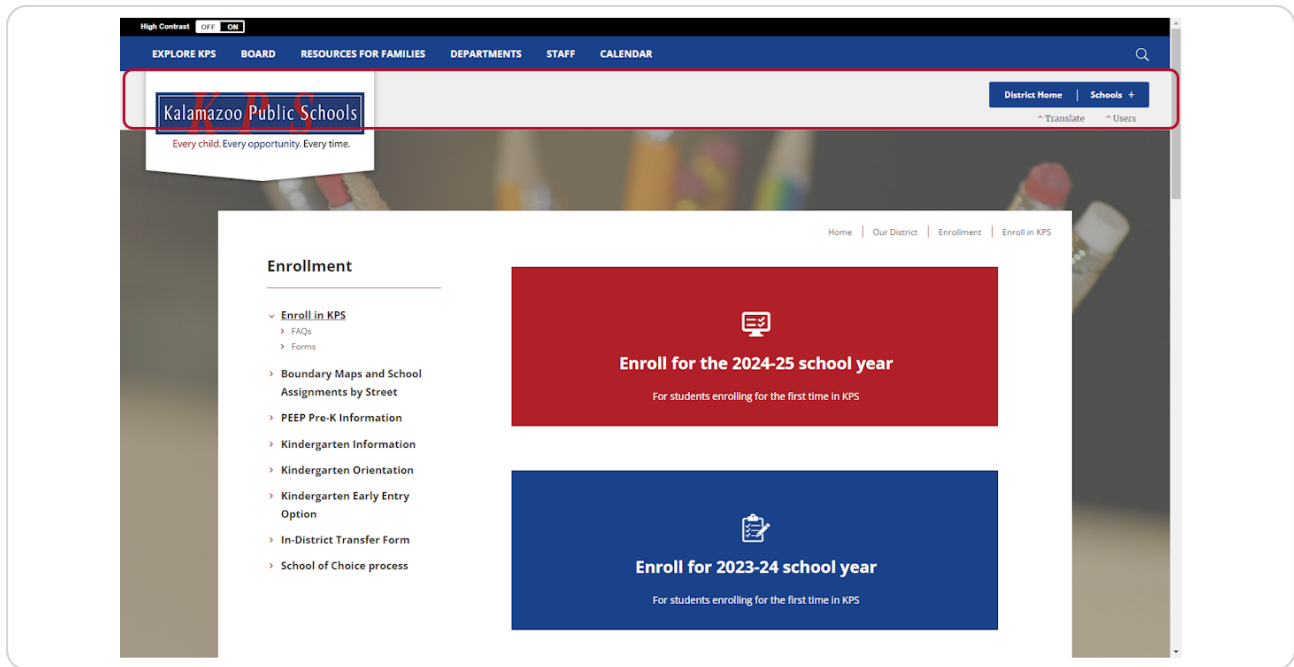
9 Steps   [View most recent version](#) 

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Created by	Creation Date	Last Updated
David Spalvieri-Kruse	March 4, 2024	March 4, 2024

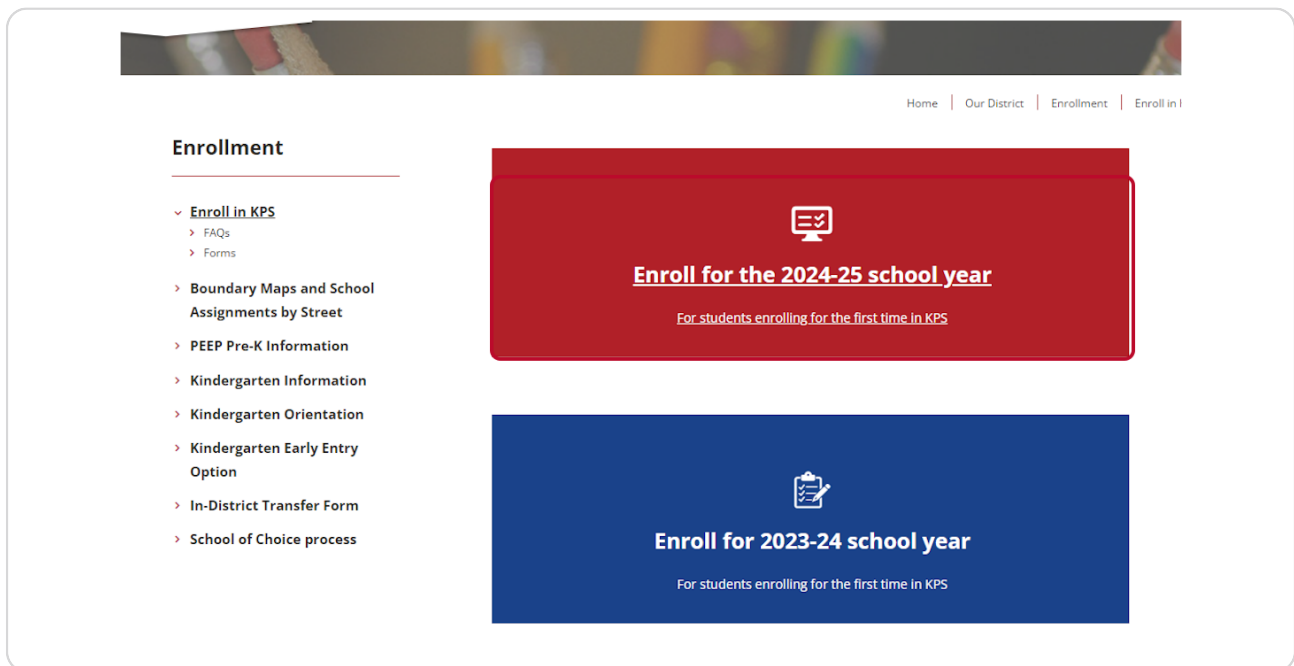
## STEP 1

### Begin at the KPS website



## STEP 2

### Click on Enroll for the 2024-25 school year



### STEP 3

**If you have an parent account use the boxes on the left, under "Sign In", to sign in.**

The screenshot shows a login interface with two main sections: "Sign In" and "Create Account". The "Sign In" section is highlighted with a red rectangular box. It contains the following elements:

- Email Address:** A text input field with a yellow placeholder.
- Password:** A text input field with a yellow placeholder and a small eye icon to toggle visibility.
- ☐ Remember me on this computer
- Sign In:** A blue button.
- [Forgot password?](#)

The "Create Account" section is to the right and contains:

- Create Account:** A blue button.
- With an account, you can...**
  - Complete forms online
  - Save and return to forms in progress
  - Print form history

### STEP 4

**If you do not have a parent account, click the blue box that says "Create Account".**

The screenshot shows the same login interface as in Step 3, but with the "Create Account" section highlighted by a red rectangular box. The "Sign In" section now contains pre-filled information:

- Email Address:** `spalvierikrusedc@kalamazoopublicschools.net`
- Password:** A masked password represented by eight dots.
- ☐ Remember me on this computer
- Sign In:** A blue button.
- [Forgot password?](#)

The highlighted "Create Account" section contains:

- Create Account:** A blue button.
- With an account, you can...**
  - Complete forms online
  - Save and return to forms in progress
  - Print form history

## STEP 5

Fill out the Profile and Security sections with your parent information.

ic Schools

Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

Profile

First Name

Last Name

Daytime Phone  
*Used to provide support, if requested. Enter entire number, including area code.*

Email Address  
*Used for sign in and important communication.*

Security

Password ?

Re-Type Password

Security Question 1

## STEP 6

When you have filled out your information for your parent account, click the blue box that says "Create Account".

Security Question 2

Security Answer 2

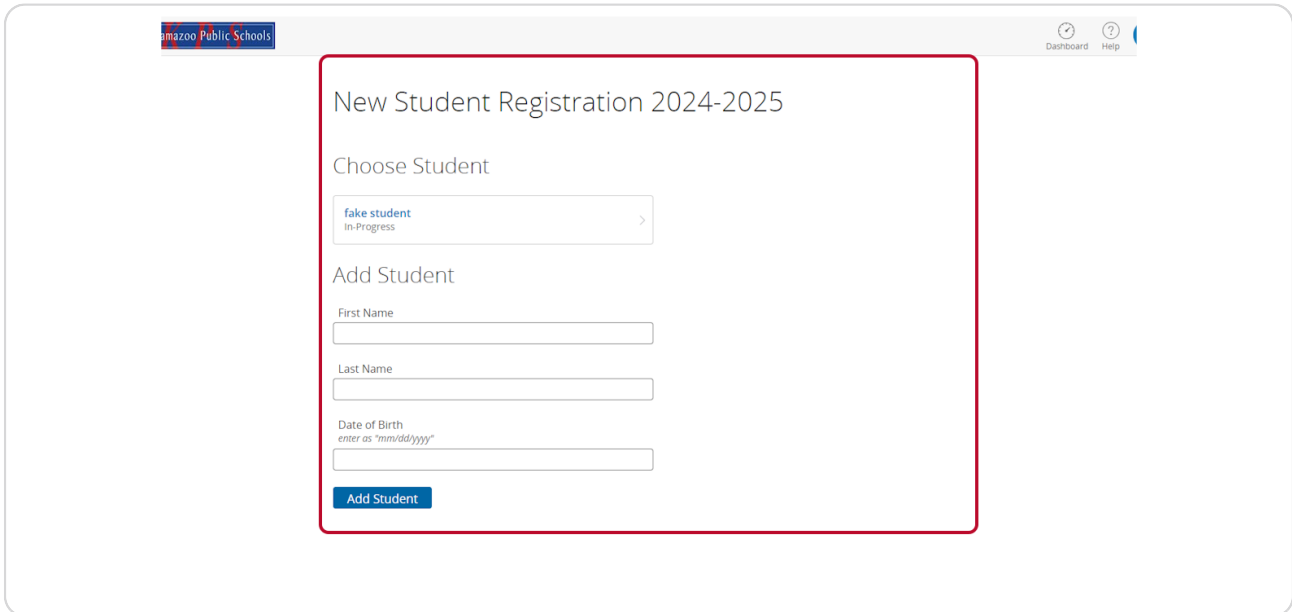
☐ To comply with [COPPA](#), I affirm that I am 13 years or older.

Create Account Back to Sign-In

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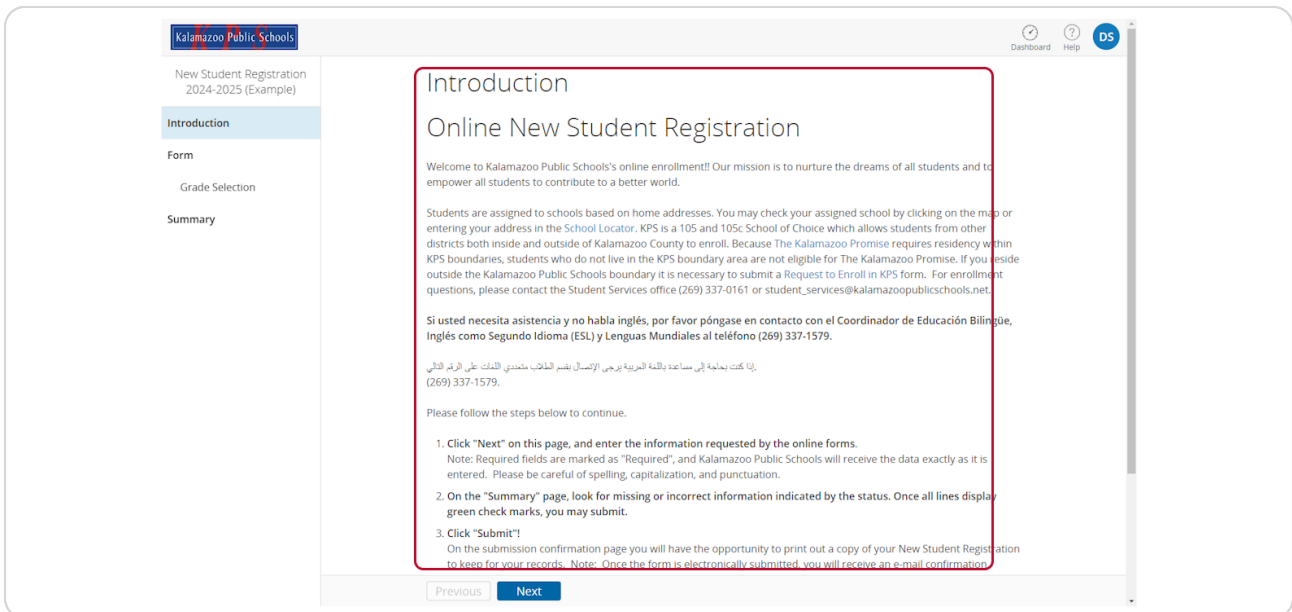
## STEP 7

If you already have a student in the system they will appear under the words "Choose Student". If you are enrolling a new student add their name and birthday in the boxes and click the blue box that says, "Add Student".



## STEP 8

Follow the instructions on the screen, and click the blue button that says "Next".



## STEP 9

### Required Enrollment Documents



#### Enrollment Documents Required for ALL New Students

- Registration Form
- Birth Certificate
- Immunization Records
- 2 Pieces of Proof of Residency (utility bill or mortgage/lease statement)

#### In Addition:

- Kindergartens** must provide proof of hearing and vision screening, and oral health assessment
- Special Education Students** must complete a Temporary Placement Form



Every child. Every opportunity. Every time.