

# WELCOME TO BILLINGS PUBLIC SCHOOLS!



We are excited to help you register your new Kindergartener for school. This process is completed all online, there are no paper forms. We ask that you use a computer, not a phone to complete this process. If you do not have a computer in your home, we have one in each school office that you are welcome to use.

1. Go to this link: [Enrollment & Registration](#). You can also locate this page by going to the Billings Public Schools homepage at [www.BillingsSchools.org](http://www.BillingsSchools.org), choose “**Enroll Today!**” at the top of the homepage, and then click on the blue box “**Enroll your new student here!**”
2. After the request is approved, you will receive an email from the Billings School District. Follow the instructions in the email to set up your Parent PowerSchool account, and then add your student to your account using the Access ID and Password provided in the email.

**\*\*** If you already have a PowerSchool account with active students, please just add your new student to your current account. Do not create a new account.

3. Once you have added your student, choose “Forms” on the left side of the page. Then, on the tabs at the top, choose “Enrollment”. Start with the first form. Once you complete the first form and hit submit, the system will automatically populate to the next form. This series of forms will take you about 20 minutes to complete. Once you have completed Forms 1 - 7, A, Y & Z, you will be done. Please assure all forms are completed.
4. Next, you will need to provide the school office with the following information for your student:
  - a. A certified color original of your child’s **Birth Certificate**.
  - b. A list of your child’s documented **immunization records**, from your doctor or clinic, or a completed *Affidavit of Exemptions on Religious Grounds Form*.
  - c. A **proof of residency**, as verified by a Lease Agreement, Settlement Statement or a current utility bill (gas, water or power) where you and your child reside.
  - d. If applicable, any legal documents - **i.e. parenting plan or restraining order**.

**Your student will not be allowed to attend school until the online forms are complete and the above documents are submitted.**