



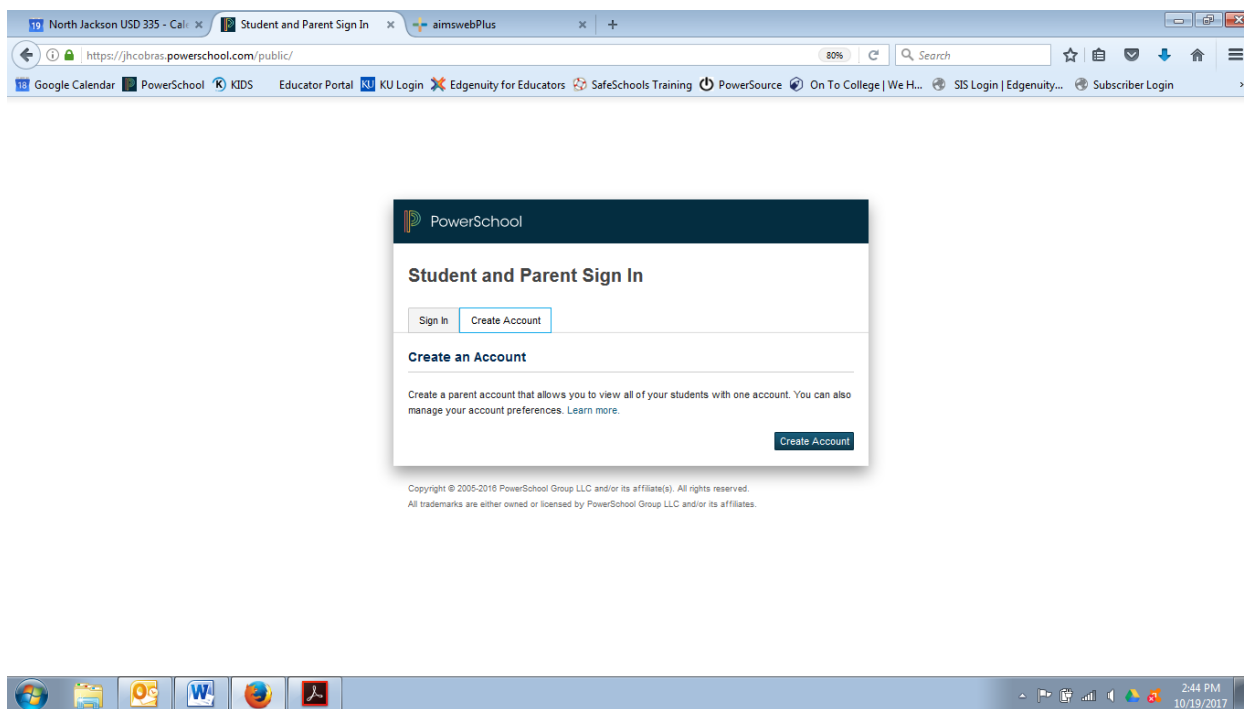
Jackson Heights Online Enrollment User Guide

Part 1: Create a parent PowerSchool account. If you already have a parent PowerSchool Account, please skip to Part 2.

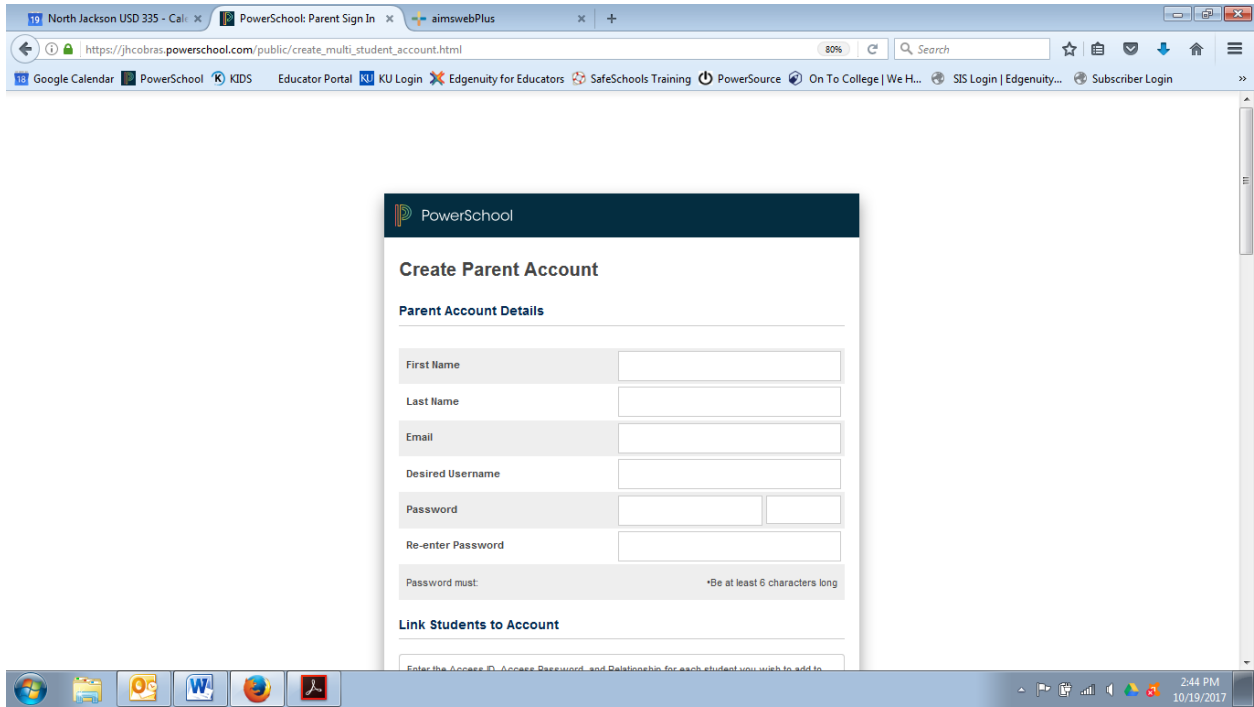
Step 1: www.jhcobras.net < Parents < PowerSchool Parent

The screenshot shows a web browser window displaying the website for Jackson Heights Elementary School. The browser's address bar shows www.jhcobras.net. The website has a yellow header with the "COBRA CONNECTION" logo on the left and navigation links on the right: Home, Students, Parents, Faculty/Staff, JHHS & MS, JHES, District, Calendar, and Contact Us. A dropdown menu is open under the "Parents" link, listing several options: PowerSchool Parent, 7-12 Bell Schedule, Forms and Documents, Accelerated Reader Home Connect, AR BookFind, School Lunch, Suicide Prevention, and School Perception Survey. The main content area features a "Live Streaming" section with a video player showing two cheerleaders, and an "Upcoming Events" section listing "19 Oct 2017, 08:00AM" and "No School, Staff Development". Other sections include "Honor Flight" with a "KANS" logo, "No Activity Bus" with a school bus image, and "Blood Drive" with a red blood drop icon. The footer of the website shows the URL jhcobras.powerschool.com and the date "19 Oct 2017, 04:00PM". The Windows taskbar at the bottom shows the system clock as 2:43 PM on 10/19/2017.

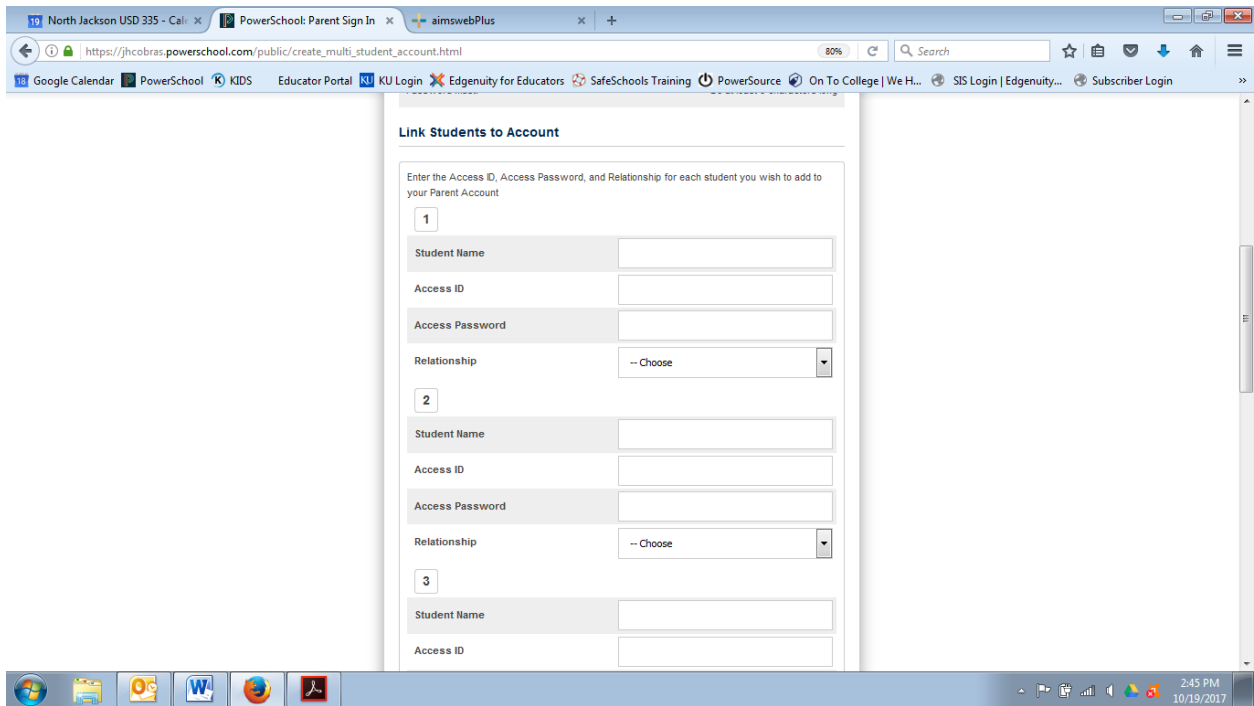
Step 2: Click “Create Account”



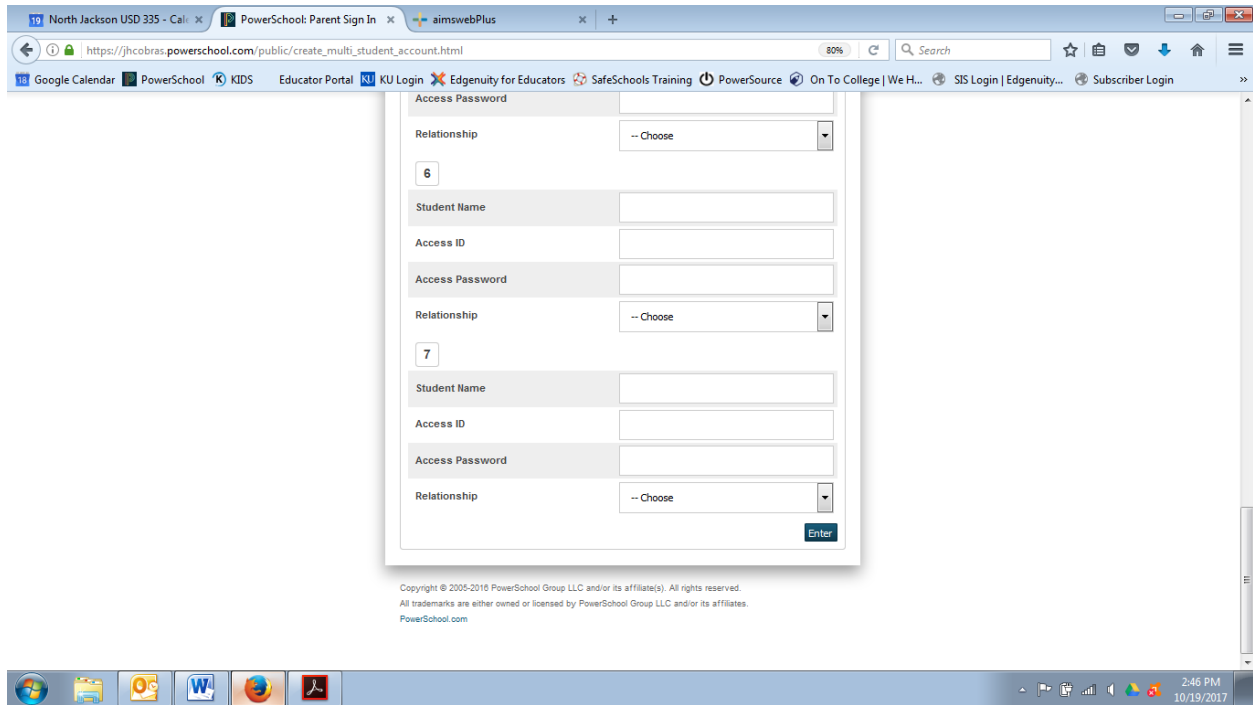
Step 3: Create a memorable username and password for yourself.



Step 4: Link any students to your account using their access codes found on the parent letter.



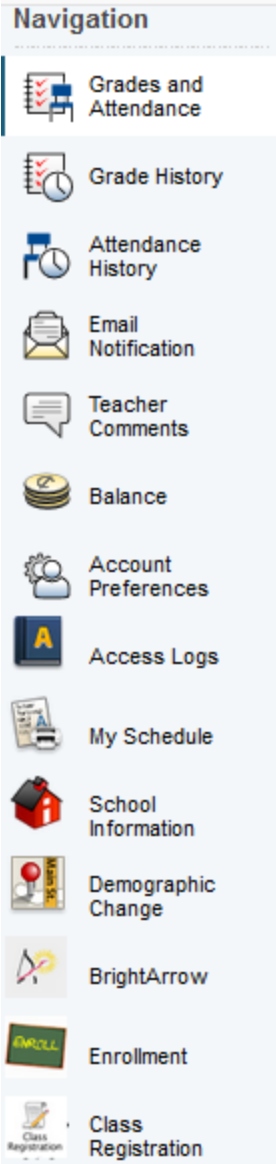
Step 5: Hit enter, and login to your account using the username and password you created. You may shred or otherwise destroy the access codes to your students. They will not be needed again once they have been linked to your account.



Part 2: Online Enrollment.

Step 1: Login to your PowerSchool parent account using the username and password created in Part 1.

Step 2: On the left hand side of your account, find the “Navigation” frame. Select “Enrollment.”



Step 3: Forms that have not yet been completed will be marked “incomplete.” Click on each of these incomplete forms to provide needed information or sign permission.

Jackson Heights Enrollment

Welcome to Jackson Heights Schools!

Thank you for choosing Jackson Heights for your child. The following forms must be complete to enroll your child at Jackson Heights.

Status	Form
Complete	Demographics Update
Complete	BrightArrow Update
Complete	Emergency Contacts
Complete	Student Health Form
Incomplete	Over the Counter Medication Permission Form
Incomplete	Prescription Medication Permission Form
Incomplete	Talent Release Form
Complete	Internet, Email and Computer Use Agreement
Incomplete	Transportation/Early Release Information (Grades P-6)
Incomplete	Consent for Treatment (Grades 7-12)
Complete	Cotton O'Neil Parent Consent Form (Athletic Trainer) (Grades 7-12 Athletes)
Incomplete	Kansas Communities That Care Survey Permission Form (Grades 6, 8, 10, 12)
Incomplete	Military and Post-Secondary Contact Information Release Form (Grades 11, 12)

Other forms to print and complete:

[Out of District Waiver \(All out of district students\)](#)

Step 4: After completing all forms, notification will be sent to office staff at the appropriate building. Office staff will verify information and update PowerSchool.

Thank you for your online enrollment!