



Cranford Public School District

Michael Mangini
Computer Systems Manager

132 Thomas Street
Cranford, NJ 07016
Tele: 908-709-8876
Fax: 908-272-1708
E-mail manginim@cranfordschools.org

Returning student registration/data validation system Classroom teachers/schedules for the upcoming school year

Dear Parents and Guardians,

We are pleased to continue using an online student registration/data validation system for the 2019-2020 school year powered by InfoSnap. You will use the PowerSchool Parent Portal to access the forms in the system.

We would appreciate families completing these forms before August 19, 2019. Your child's registration/data validation will not be complete and access to view classroom teachers/schedules for the upcoming school year will be unavailable until all forms have been submitted.

Please note that Pre-K to 12 teachers/schedules for the upcoming school year will only be available through the PowerSchool Parent Portal starting on August 19, 2019, at noon.

If you need assistance or do not have internet access, there will be support to guide you through the process and computers available at Lincoln Avenue School, 132 Thomas Street, on the following dates:

PowerSchool Parent Portal and Infosnap Support

Monday, August 19, 2019, Cranford Board of Education (9am-8pm)
Tuesday, August 20, 2019, Cranford Board of Education (9am-8pm)
Thursday, August 22, 2019, Cranford Board of Education (9am-8pm)

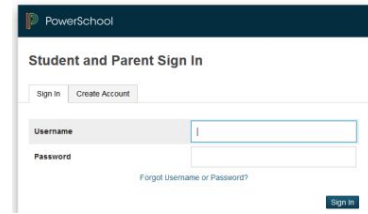
During the InfoSnap Returning Student Registration procedure, all data needs to be updated / verified for accuracy as it is linked to PowerSchool. If you have a child who newly enrolled with the district this summer, your information was updated at the time of registration and you **do not** have to complete this process.

The following forms will be completed / updated online:

- Student Emergency Cards (Emergency Contact Information)
- Dismissal District Policy Release
- Handbook/Code of Conduct Acknowledgement
- Medical Release
- Health History and Current Medications
- NJ Family Care Release
- Media Release
- Internet Safety and Technology/Telecommunications Acceptable Use Acknowledgement
- Family Life Education and HIV/AIDS Curriculum Exclusion Request
- Recruitment Release
- Electronic Signature

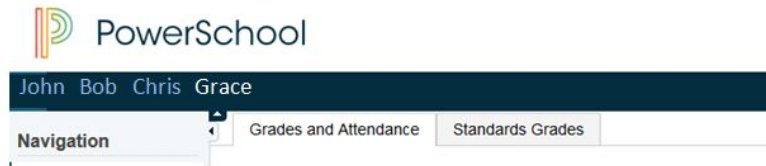
How do I get started? (step-by-step instructions)

1. Open your Web browser to your school's PowerSchool Parent Portal
<https://cranford.powerschool.com/public>

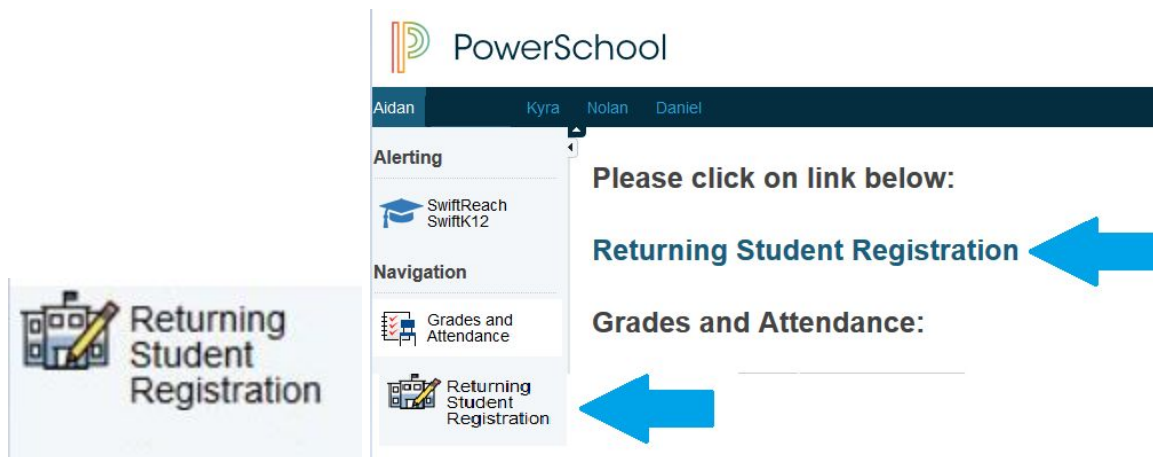


The Log in page appears- Please Sign In

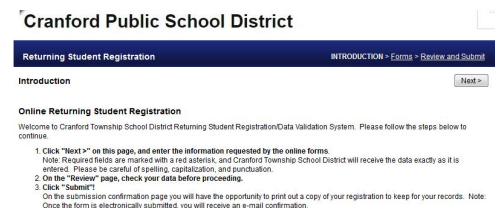
2. After signing in, you will be able to access the information for all the students linked to your account by clicking the student's name in the top left corner of the screen. Select the student you wish to register along the top



4. Click the **Returning Student Registration** link on the left side navigation



5. Click "Next >" on this page, and enter the information requested by the online forms



6. Once you have finished entering your information, click "Submit."

FAQ

I can't remember my login for the PowerSchool Parent Portal.

If you forgot your password, click on the Forgot Password or email powerschoolsys@cranfordschools.org.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required.

What if I make a mistake? If you would like to make a change, prior to submitting the form, you can navigate back to the page using the “< Prev” and “Next >” buttons. If you are on the Review page, click on the underlined field to go directly to a particular section. If you have already submitted the form, then you will need to contact your student’s school, so they can make the changes for you.

I’ve completed the form, now what?

Once you have finished entering your information, click “Submit.” This will send all of the information you’ve entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, because you’ll need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to “snap” (or share) selected family information, which saves you time.

I’m not sure how to answer a question. I don’t know what the question is asking.

You can contact your school to ask any general questions about the form or you can email powerschoolsys@cranfordschools.org.

Help! I’m on the infosnap form and I’m having technical difficulties.

Use the “Contact Us” link at the bottom of the infosnap page to find appropriate contact information for your technical issue or you can email powerschoolsys@cranfordschools.org.