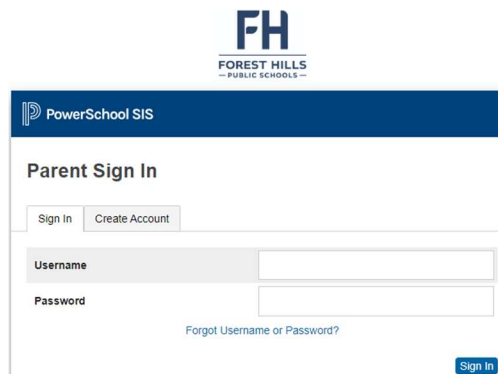# Accessing Enrollment Verification Forms on the Parent Portal Account

FHPS is excited to launch our new Online Enrollment System. This system will streamline the process of enrollment enabling families to update their information or submit their new enrollments online.
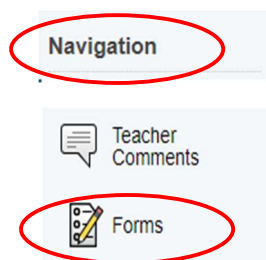
ACCESSING ENROLLMENT VERIFICATION FORMS:

1) Log into your PowerSchool Parent Portal Account
   a. URL: https://ps.fhps.net/public/

   b. If you forgot your username or password, use the "FORGOT USERNAME OR PASSWORD?" link on the sign in page
      i. If you are still experiencing issues after that, contact parentportal@fhps.net

2) Access Enrollment verification forms by selecting the FORMS link from the left navigation menu

3) On the Forms page, the **first and most important** step is to turn on notifications and select a language to view the verification forms

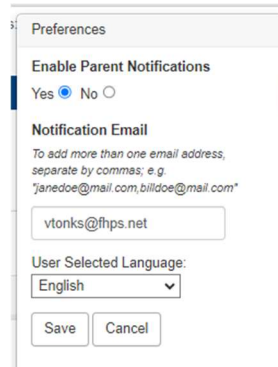# Accessing Enrollment Verification Forms on the
Parent Portal Account

    a. Click on the settings gear icon on the top right of the Forms page

School Form Listing for

General Forms | Class Forms | Enrollment | Student Support

⚙️

    b. In the Preferences window, Enable Parent Notifications = Yes, add notification email= parent/guardian email, and Select Language to view forms in, click Save

Preferences

Enable Parent Notifications

Yes ● No ○

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"
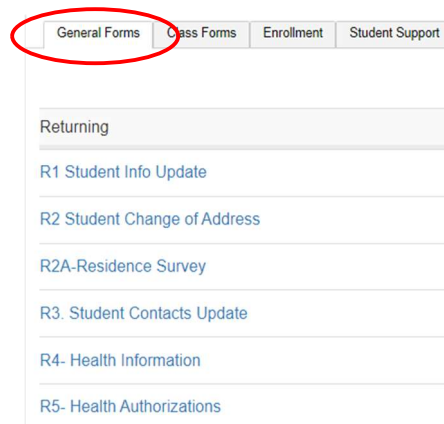
vtonks@fhps.net

User Selected Language:

English

Save | Cancel

4) Access the Enrollment Verification forms on the General Forms Tab by clicking on the Name of the form

General Forms | Class Forms | Enrollment | Student Support

Returning

R1 Student Info Update

R2 Student Change of Address

R2A-Residence Survey

R3. Student Contacts Update

R4- Health Information

R5- Health Authorizations

This year there are new forms and permissions to complete. Please make sure that all forms are filled out correctly and completely.

Parents have the ability to upload supporting documents right into the enrollment verifications. If the supporting documents are missing the form may be rejected. If you need help uploading, call or visit your child's school or the FHPS administration building and they will assist you.