

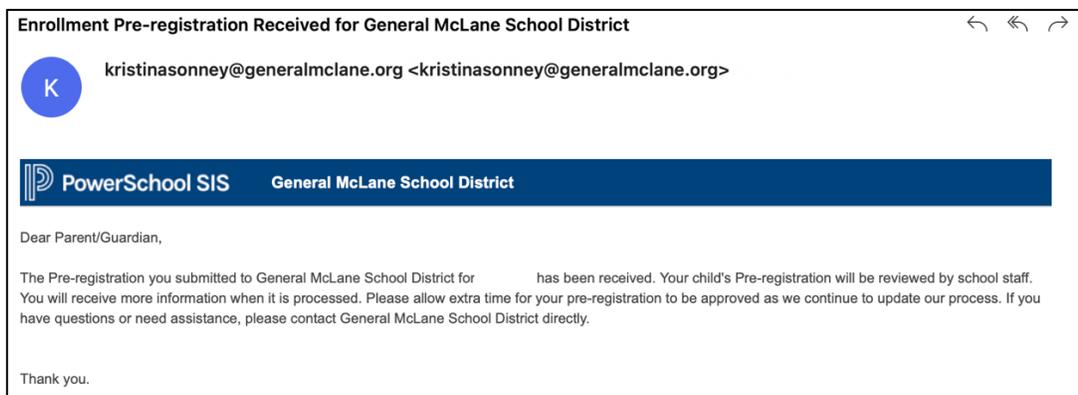
# General McLane School District PowerSchool Enrollment Express Step-by-Step Guide to Register Your Child

1. Go to [www.generalmclane.net](http://www.generalmclane.net)
2. Under “Departments” – click **Registration**.
3. Select “[Click here to begin the enrollment process with the pre-registration form.](https://bit.ly/GMSDregistration)” or go to <https://bit.ly/GMSDregistration>
4. Complete the Pre-Enrollment Form and Submit.

The screenshot shows a web form titled "Pre-Registration Form" with the following sections and fields:

- Student Information:**
  - First Name \* (text input)
  - Middle Name \* (text input)
  - Last Name \* (text input)
  - Home Phone \* (text input with mask XXX-XXX-XXXX)
  - DOB \* (text input with mask MM/DD/YYYY and a calendar icon)
  - Gender \* (dropdown menu)
  - Grade Level \* (dropdown menu)
  - Anticipated School of Enrollment \* (radio buttons for: McKean Elementary, Edinboro Elementary, James W. Parker Middle School, General McLane High School)
- Household Information:**
  - Street \* (text input)
  - City \* (text input)
  - State \* (dropdown menu)
  - Zip \* (text input)
- Guardian Information:**
  - Guardian Name \* (text input with placeholder "Last, First")
  - Email \* (text input)
  - Entry Year \* (dropdown menu with "2025-2026 Full Year" selected)
  - Entry Date \* (text input with mask 08/26/2025 and a calendar icon)

5. You will receive an email to confirm you have submitted the pre-enrollment form.



While you are waiting for approval, please gather the following documents. These will all need to be uploaded during the enrollment process. These documents will need to be scanned, photographed, or screenshotted to upload. **IMPORTANT NOTE: all files must be in a PDF, JPEG, GIF, or PNG format and they must be smaller than 1.19 MB in size.**

- Proof of Birth (Birth Certificate)
- 2 proofs of residency (driver's license, utility bill, lease/deed, vehicle registration)
- Immunization Record
- Dental Exam (any time from 8/26/2024 through 8/26/2025)
- Physical Exam (any time from 8/26/2024 through 8/26/2025)

6. Once approved, you'll receive a second email with instructions on how to complete the registration process.

At the bottom of the email, the Access ID and Access Password will be provided for you to create an account.

**PowerSchool Enrollment**

 kristinasonney@generalmclane.org <kristinasonney@generalmclane.org>

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**PowerSchool SIS** General McLane School District

Thank you for beginning the process of enrolling your student with the General McLane School District for the 2023-2024 school year. Below

Step 1: Set up a PowerSchool account

If you do not already have a PowerSchool account, you can set one up by doing the following:

1. Open the internet browser on your computer
2. Type <https://powerschool.generalmclane.org/public/> into the address bar.
3. Click on "Create New User" Tab
4. Fill in the information requested for your desired username and password.
5. Enter your student's full name, Access ID and Password (see below)

If you already have a PowerSchool account, use the Access ID and Password below to link your new student account

Step 2: Complete Enrollment forms  
In PowerSchool, select the student you are enrolling and click on the Forms link with the left navigation menu.  
\*\*Complete all forms by May 20, 2023

Step 3: Provide Documentation  
If you are unable to upload your documentation, please contact the registrar for directions.

1. Two Proofs of Residency
2. Child's birth certificate or other proof of age
3. Guardian ID if possible
4. Proof of immunizations

If you have any questions please contact Kristina Sonney, District Registrar, at 814-273-1033 ext 5905 Monday-Friday 8:00 am - 3:00 pm.

7. Create a PowerSchool Parent Account as described in numbers 1-5 in the email. Once entering the information, scroll to the bottom and click Enter.

*\*If you already have a PowerSchool account because you have an older child enrolled in the district and are unable to add your Kindergarten child to that account, please contact Kristina Sonney, GMSD District Registrar at (814) 273-1033 extension 5905 or by email at [kristinasonney@generalmclane.org](mailto:kristinasonney@generalmclane.org).*

**PowerSchool SIS**

**Create Parent Account**

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password  Strong

Re-enter Password

Password must:  Be at least 8 characters long  Not be a well known password

Link Students to Account

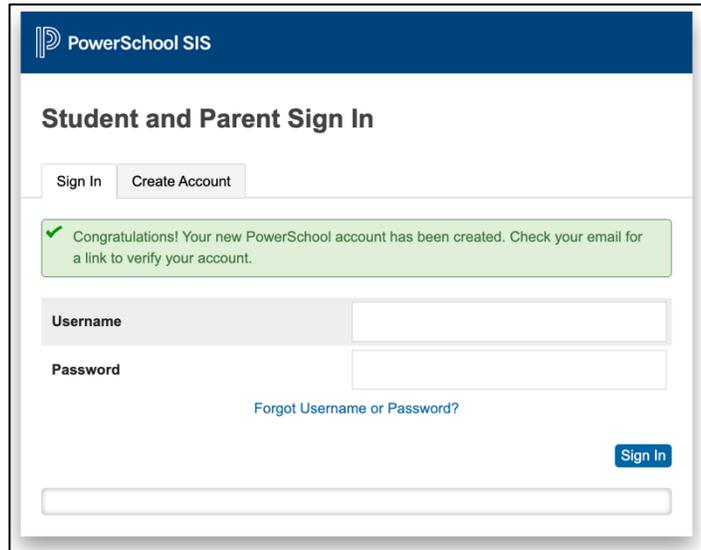
Enter the Access ID and Access Password for each student you wish to add to your Parent Account

Student Name

Access ID

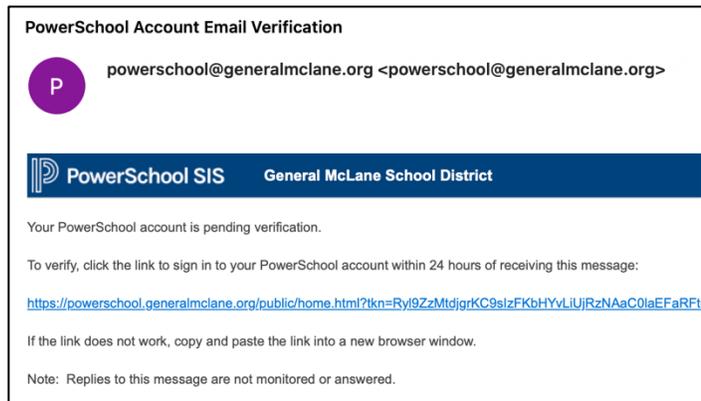
Access Password

- You should be taken to the “Student and Parent Sign In” page and receive a notice in the green box indicating your PowerSchool account has been created.

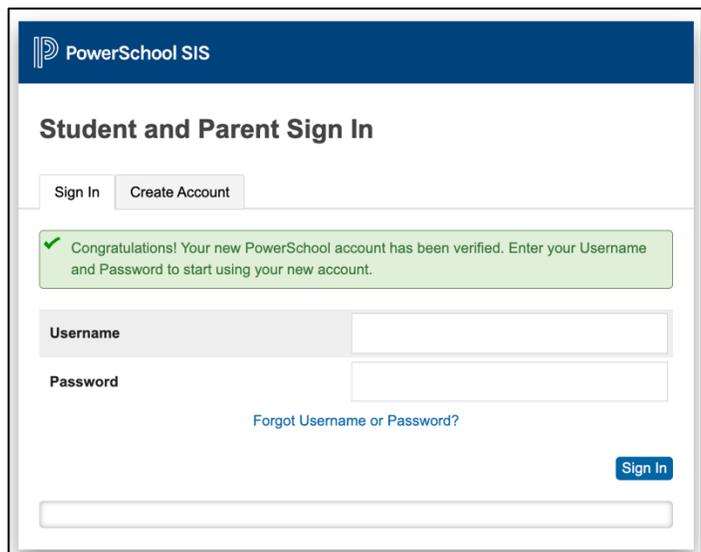


- At this point, you will need to check your email to verify your email address. Click the link in the email to verify within 24 hours.

It may take 3-5 minutes for this email to arrive.



- When you click the link in your email, you will be taken back to the PowerSchool log-in page. There should be a message in the green box indicating your account has been verified. You can now log in using the information you created in step 7.



11. Upon logging in, you will be taken to the “Grades and Attendance” tab for your child.

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the user name 'Asher' and the title 'Grades and Attendance:'. The left sidebar contains various navigation options. The main content area displays two tables: 'Attendance By Class' and 'Attendance By Day'. Both tables show zero absences and tardies. A legend for attendance codes is at the bottom.

12. In the left Navigation column, select **Forms**. When the forms open, you see 7 forms under “New Enrollment” and 3 forms under “Returning Student Verification.”

The screenshot shows the PowerSchool SIS interface with the 'Forms' option selected in the left sidebar. The main content area displays a list of forms under 'New Enrollment' and 'Returning Student Verification'. All forms are marked as 'Not Started'.

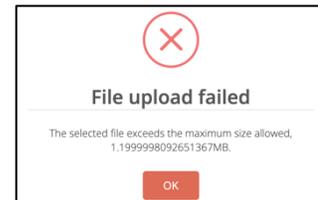
For Kindergarten Registration, you will need to complete all 7 forms listed under “New Enrollment.” The other 3 forms will be completed later, once your child is fully enrolled.

**Note: As you complete the enrollment process, if you have any problems submitting a form, uploading a document, or need approval for alternative documentation, contact Kristina Sonney ([KristinaSonney@generalmclane.org](mailto:KristinaSonney@generalmclane.org)).**

13. Begin by clicking “**E1. Student Information**”.

- a. For State Entry Date – enter the first day of school (**08/26/2025**)
- b. For Year of Graduation – select the option with “K - 2038”
- c. For the last step, you **MUST** upload a Proof of your child’s Date of Birth (acceptable documents include a birth certificate, baptismal certificate, a notarized statement, etc.). Once this document is upload successfully, a box will appear indicating it was uploaded successfully. Click submit.

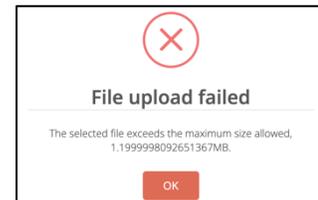
**IMPORTANT NOTE:** *You may need to reduce the size of the document or image if the upload fails (see image to the right). Files **MUST** be smaller than 1.19 MB in size (a typical picture taken on a phone is 2-3 MB). Documents should be saved as a PDF, JPEG, GIF, or PNG. If you still have issues submitting, you can email the document to [KristinaSonney@generalmcclane.org](mailto:KristinaSonney@generalmcclane.org).*



14. After submitting, it will take you directly to Form **E2. Primary Residence**.

- a. Verify that your physical and mailing addresses are accurate.
- b. For the last step, you **MUST** upload TWO proofs of residency (acceptable documents are a driver’s license, utility bill, lease/deed, or vehicle registration). Once both documents are successfully uploaded, click submit.

**IMPORTANT NOTE:** *You may need to reduce the size of the document or image if the upload fails (see image to the right). Files **MUST** be smaller than 1.19 MB in size. Documents should be saved as a PDF, JPEG, GIF, or PNG. If you still have issues submitting, you can email the document to [KristinaSonney@generalmcclane.org](mailto:KristinaSonney@generalmcclane.org).*



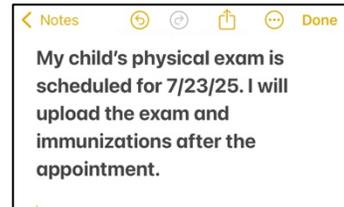
15. Once you submit, you will move to Form **E3. Parent/Guardian/Contact Information**.

- a. At the top under Contact Management, you will need to click the “Add” button to add EACH parent/guardian, as well as each emergency contact you wish to have included in your child’s profile.
- b. If there is a custody/court order in place for your child, please upload the document in the middle of this form.
- c. You will be required to enter some of the same information on this form – however; it is used for different reasons and notifications.
- d. For the last section of Resident/Census Information, list all members residing in the home. When finished, click submit.

16. After submitting, you will move to Form **E4. Health History**.

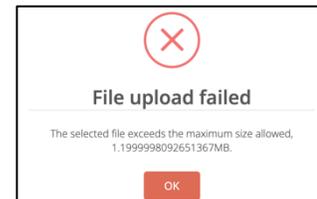
- a. For the last step, you **MUST** upload THREE documents in order to properly enroll your child in Kindergarten:
  - i. Immunization Record
  - ii. Dental Exam (any time from 8/26/2024 through 8/26/2025)
  - iii. Physical (any time from 8/26/2024 through 8/26/2025) – you may need to upload as separate pages if the original upload fails (upload page 1 under Physical, page 2 under Additional Pages, and page 3 under Immunizations). See note on next page.

***If you have a dental/physical examination scheduled during the spring/summer, you can wait to upload these documents until after their appointment. However, they MUST be uploaded or emailed to [KristinaSonney@generalmcclane.org](mailto:KristinaSonney@generalmcclane.org) prior to your child beginning Kindergarten. If this is the case, please write a note and upload a picture or screenshot of the note under “Immunizations.” See the note to the right as an example. This will allow you to submit the form. It will allow us to know why you are missing these documents.***

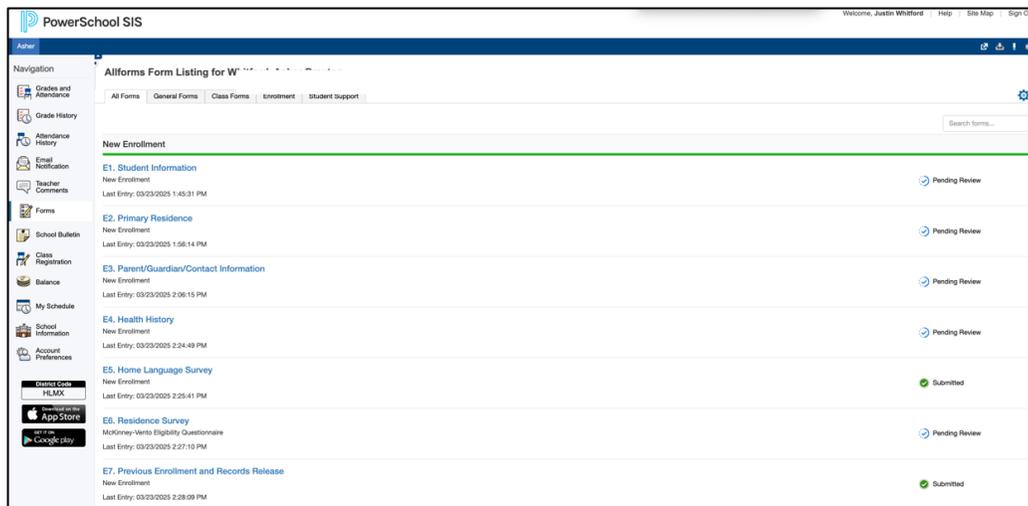


- b. Once all three documents have been successfully uploaded, click submit.

***IMPORTANT NOTE: You may need to reduce the size of the document or image if the upload fails (see image to the right). Files **MUST** be smaller than 1.19 MB in size. Documents should be saved as a PDF, JPEG, GIF, or PNG. If you still have issues submitting, you can email the document to [KristinaSonney@generalmcclane.org](mailto:KristinaSonney@generalmcclane.org).***



- 17. After submitting, you will move to Form **E5. Home Language Survey**.
- 18. After submitting, you will move to Form **E6. Residency Survey**.
- 19. After submitting, you will move to Form **E7. Previous Enrollment and Records Release**.
  - a. For Kindergarten enrollment, click No and then Submit.
- 20. Once you submit Form E7, the page will refresh, and you will see the same form. At this time, click **Forms** on the left navigation column.
- 21. Most of the “New Enrollment Forms” should now say **Pending Review**. At any point, you can re-open a form to update/edit information, but you will need to resubmit when finished.



If all forms have been completed, and all documents are uploaded, you have completed registration for your child! Congratulations!

\*Closer to the start of the school year in August, you will complete the three forms (A-B-C) listed under “Returning Student Verification.” You will notice that these forms are missing information currently. These will be updated once all information has been approved. You will be required to review and update this information each year in August.