



## STEPS for NEW STUDENT REGISTRATION 2026-2027



**Step #1** ~ Complete the PRE-Registration with basic information on your child:

<https://ps-no.metasolutions.net/public/formbuilder/form.html?formid=84573516>

\* Choose the **CORRECT** School Year – 2026-2027

\* Be sure to click on the blue “**Submit**” to complete the Pre-Registration.



**Step #2** ~ Gather the necessary documents for registration:

1. Child’s Birth certificate or Passport
2. Child’s Immunization Records
3. Current mortgage or lease statement/bill
4. One (1) current utility bill (gas, cable, electric, phone, water) or voter registration card
5. Picture ID (license, state ID) of legal guardian/custodian of child



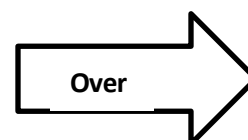
**Step #3** ~ You will receive an email from North Olmsted PowerSchool Enrollment Process within the hour stating your Pre-Registration has been approved. Follow the instructions to create a PowerSchool Parent account for your child. <https://ps-no.metasolutions.net/public/>

~ Click on the **CREATE ACCOUNT** tab

~ You will need to refer back to the email sent to you for linking the student’s Access ID and Password (**located at bottom of the email**)

(NOTE: If you have an **existing** Parent PowerSchool Account with North Olmsted, simply add your new child.

Login with exiting credentials to above website >> Left menu click on “*Account Preferences*” >> Click on “*Students*” tab >> Click on blue button “*Add*” >> use the information in email sent above to complete Access ID and Password.) Then proceed to Step #5.





**Step #4** ~ If creating a NEW PowerSchool Parent Account, you will receive an email to verify your account.



**Step #5** ~ Log into your Parent PowerSchool Account.

- ~ Navigate to the left side menu and click on **“Forms”**
- ~ Click on the **“Enrollment”** tab and complete the forms listed.
- ~ You will upload your documents from Step #2 as jpegs, PDFs, or WORD docs on certain tabs as requested.
- ~ When the last form has been completed you will receive a THANK YOU! Message.

The District Registrar will contact you once the Registration forms are completed and proper documents submitted.

*If you are unable to submit the necessary registration documents in Step #5 using the Parent PowerSchool account, you may do one of the following:*

1. Send an Email to: [Registration@nolmsted.org](mailto:Registration@nolmsted.org) with Subject Line: (Your Child’s Full Name).  
Attach phone pictures or PDFs of necessary documents listed in Step #2. **This is the preferred method to send in the remaining documentation. OR**
2. Copy the documents and send by U.S. Mail to: North Olmsted City School Registrar,  
26669 Butternut Ridge Road, North Olmsted, OH 44070 **OR**
3. Copy the documents; place in a sealed envelope; bring to the North Olmsted Administration Building and put in the designated black drop-off box at the front of the building.