

Dear PHA Parents/Guardians,

June 28, 2018

It's time to start the re-enrollment process for your students for the 2018-2019 school year!

We have worked hard to refine the process and make it easier for all. This year, re-enrollment will be a 2-part process:

Part 1, Open Now!: Demographic and Emergency Contact Information

What you will need:

- Proof of Residence, dated within the last 10 months, showing parent/guardian name and family home address.
- Phone numbers for your emergency contacts and/or authorized pick-ups

Please complete Part 1 by July 29th

Part 2, July 2018: Health/Medical Information

Families will be notified via email/text when the opening date is set for Part 2

What you will need:

- Updated medical information
- **If your child is entering grade 4, 7 or 10:** Physical Exam documentation, dated within the last 12 months

How It Works:

- Log in to your PowerSchool Parent Portal Account
 - You can get to the Parent Portal by clicking the button at the top of the PHA website home page
- Click the SchoolMint button (bottom left) to begin re-enrollment
- Review the information currently listed and edit as necessary
 - **PLEASE** be sure to check/edit phone numbers and email addresses to ensure that you receive communications from PHA

SMART PHONE USERS PLEASE NOTE: to complete re-enrollment by smart phone, use this link:

<https://pha.powerschool.com/public/home.html>

The PowerSchool **app** is not available for this process.

Once you've logged in to your PowerSchool Parent Portal account,

click this icon  to access the Re-Enrollment forms.

Not familiar with the PowerSchool Parent Portal? OR Forgot your Parent Portal Login? OR Do not have internet/computer access? OR have questions?

Contact the Re-Enrollment Coordinator **for the grade level your child will enter in September** for login assistance.

Grades K - 3	ctraniello@phacs.org	617.284.7811
Grades 4-6	csaulnier@phacs.org	617.684.8520
Grades 7-12	rlynch@phacs.org	617.284.7937

- Si necesita traducción al español: Mercedes Escorihuela al 617-284-7924, mescorihuela@phacs.org
- Se você necessita tradução o português: Thais Chandler no número 617-284-7936, tchandler@phacs.org
- Si ou bezwen tradiksyon a nan lang Kreyol Ayisyen : Rose Dorgilus nan 617-284-7936, rdorgilus@phacs.org