



NEW HAVEN PUBLIC SCHOOLS

# 学生在线注册指南



## NEW HAVEN PUBLIC SCHOOLS

### 学生在线注册

New Haven Public Schools now uses an online enrollment tool. This process replaces the use of many paper forms. If you do not have access to a computer, you may contact the Office of School Choice & Enrollment for assistance in English or Spanish.

New Haven Public Schools（纽黑文公立学校）现采用在线注册工具。此流程代替了许多纸质表格的使用。如果您无法使用计算机，可以联系学校择校与招生办公室，获得英语或西班牙语帮助。

- **New to Online Enrollment?** It is easy to get started. Please carefully follow the information below or paste this link into your browser: <http://www.newhavenmagnetschools.com/index.php/whats-the-process/register-2020>
- **在线注册新手？** 注册过程很容易上手。请仔细遵循以下信息，或将此链接粘贴到您的浏览器中：<http://www.newhavenmagnetschools.com/index.php/whats-the-process/register-2020>

**Should I create an account?** If you are new to the district AND you have never completed the student enrollment process using InfoSnap, our online enrollment tool, you should create an account. Doing so allows you to securely save your work and return to the enrollment form at a later time.

**我需要建立账号吗？** 如果您刚到本地，而且从未使用我们的在线注册工具 InfoSnap 完成学生注册过程，则您需要创建一个账号。有了账号后，您就可以安全地保存信息，之后也可以返回查看注册表。

**Do you already have an account?** If you already have an account, you can sign in and complete the form. You should use the same account to complete forms for multiple students.

**您已经有了一个账号？** 如果您已经有一个账号，则可以登录并填写表格。在有多个学生需要注册的情况下，您应该使用同一账号填写他们的表格。

**Do I have to answer all of the questions?** Questions marked with a red asterisk (\*) are required. If you do not answer them, you will **not** be able to submit your child's registration.

**我是否必须回答所有问题？** 标有红色星号 (\*) 的问题为必填项。如果未填写此类问题，您将无法提交孩子的注册表。

- **What if I make a mistake?** If you would like to make a change, you can do so **only** before clicking submit. Use the back button to return to a previous page.
- **如果我填错了怎么办？** 如果您想进行更改，**只能**在点击提交之前进行。点击“返回”（back）按钮返回上一页。
  
- **I have completed the form, now what?** After you have finished entering your information, click “Submit”. This will send your registration form to the Office of School Choice and Enrollment for processing. If the system does not allow you to click “Submit”, please re-visit fields highlighted with text indicating, “Required”. This indicates you have **NOT** submitted some required information.
- **我已经填完了表格，然后要做什么？** 输入完信息后，单击“提交”（Submit）。该操作会将您的注册表发送到学校择校与招生办公室进行处理。如果系统不允许您点击“提交”，请重新回到突出标注“必填项”（Required）的字段。这表明您**尚未**提交某些必填信息。
  
- **What if I have more than one student in the district?** You will need to complete a separate enrollment for each child, because the information you provide is specific to each child. You must submit one enrollment at a time and then start another. You will not have to create multiple accounts; this will allow you to copy shared family information, save time and ensure accurate information is transmitted.
- **如果我有不止一个在本地区上学的孩子，该怎么办？** 您需要为每个孩子单独进行注册，因为所提供的信息是具有针对性的。一次提交一份注册表，然后再填写另一个。您无需创建多个账号；在一个账户里就可复制共享家庭信息，不仅能节省时间，还能确保信息传输的准确性。

**My child previously attended New Haven Public Schools, but we had to withdrawal from the system because we moved. We are back in New Haven now, do I need to register again?** Yes, each time your child is withdrawn out of the district to another school district, charter school or private school, a new registration is required in order to reenter New Haven Public Schools.

**我的孩子以前曾在纽黑文公立学校上过学，但因为搬家就退出了系统。我们现在回到纽黑文了，还需要重新注册吗？** 是的，每次您的孩子从本学区退学进入到另一个学区、特许学校或私立学校时，都需要重新注册，才能重新入读本校。

## Directions

## 操作指引

Note: You will need a computer to complete the online registration process. You will only need to register if you are:

注意：您将需要一台计算机来完成在线注册流程。只有在以下情况下，您才需要注册：

- 1) A NEW student to New Haven Public Schools,  
1) 是纽黑文公立学校的一名新生；
  
- 2) A student returning to the district from a charter school.  
2) 从特许学校返回学区的学生；
  
- 3) A student who is a resident of New Haven and exiting the district to attend a charter school or another district via a choice program.  
3) 是纽黑文居民，退出本学区，通过择校计划就读特许学校或其他学区的学生；
  
- 4) Entering school for the first time (Pre-K or Kindergarten).  
4) 第一次入学（学前班或幼儿园）。

**Are you ready to enroll a new student into a New Haven Public Schools?**

**您做好让新生就读纽黑文公立学校的准备好了吗？**

If the answer is YES, please have the following documents handy to be scanned and uploaded via our online portal. To complete the registration process, you will need to scan (preferred), upload a picture or fax the following documentation to the Office of School Choice & Enrollment.

如果您有此意向，请准备好以下文件，并通过我们的在线门户进行扫描和上传。要完成注册过程，您需要扫描（首选）、上传图片或将以下文档传真到学校择校与招生办公室。

**INCLUDE EACH OF THE FOLLOWING:**

**包括以下各项：**

- Photo identification for a parent/guardian
- 父母/监护人的照片证件
  
- A copy of the birth certificate (long form) or a passport for child/children
- 出生证明（长格式）或儿童护照的复印件

**INCLUDE ONE OF THE FOLLOWING DOCUMENTS:**

包含以下文件之一：

- A copy of the current mortgage statement or original lease agreement for your residence. The name(s) on this must match the name of the legal guardian(s).
- 一份您住所当前的抵押声明或原始租赁合同的副本。合同上的姓名必须与法定监护人的姓名一致。

**OR**  
**或**

- One current utility bill (within the last 30-60 days) for your residence (UI, gas, cable, water)
- 一份您住所当前（过去 30 至 60 天内）的水电费账单（UI、煤气、网线、水）。

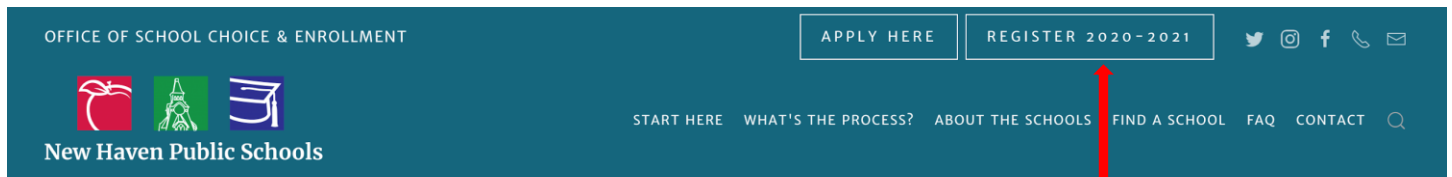
If you are unable to provide the above documentation or do not have a lease or household utility in the name of the listed parent/guardian, please contact the Office of School Choice & Enrollment at 475-220-1430 or [nhpsregistration@new-haven.k12.ct.us](mailto:nhpsregistration@new-haven.k12.ct.us). You may be required to complete a residency affidavit. 如果您无法提供上述文件，或者列出的父母/监护人名义下没有租约或房产，请致电 475-220-1430 或 [nhpsregistration@new-haven.k12.ct.us](mailto:nhpsregistration@new-haven.k12.ct.us) 与学校择校与招生办公室联系。您可能需要填写居住担保书。

## HOW TO REGISTER

### 如何注册

**STEP 1:** Visit [newhavenmagnetschools.com](http://newhavenmagnetschools.com) and select the tab labeled “REGISTER 2020-2021” located at the top of the screen.

**步骤 1:** 访问 [newhavenmagnetschools.com](http://newhavenmagnetschools.com)，选择位于屏幕顶部的 “REGISTER 2020-2021” 注册标签。



**STEP 2:** Scroll down the page then select the language you are most comfortable reading. The registration process is available in English and Spanish.

**步骤 2:** 向下滚动页面，然后选择您最熟悉的语言。注册流程提供英语和西班牙语版本。

## NHPS STUDENT REGISTRATION PORTAL LINKS

[REGISTRATION IN ENGLISH](#)

[INSCRIPCIÓN EN ESPAÑOL](#)

**STEP 3:** If you already have a PowerSchool account, please log in. If you do not have a PowerSchool account, please create an account. Be sure to use an email address and password you will remember. PowerSchool is different from the program where you applied for schools. You can create an account using the email address and password you used to apply.

**步骤 3:** 如果您已经拥有 PowerSchool 账号，请登录。如果无此账号，请先注册 PowerSchool。确保使用您记得住的电子邮箱和密码。PowerSchool 与您申请学校的计划不同。您可以使用以前申请的电子邮箱和密码创建一个帐户。

## Sign In

Email Address

Password

Remember me on this computer

Sign In

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

## Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

**STEP 4:** Read and complete each section. Each section with an asterisk (\*) is required so you cannot leave it blank.

**步骤 4:** 阅读并填写每个部分。所有带有星号 (\*) 的部分都是必填项，不能为空。

**STEP 5:** In the “Document Submission” section, you will be able to upload the necessary documents. You can take a picture on your phone of each document then email them to yourself to upload onto PowerSchool. Immunization records are not required at this time.

**步骤 5:** 在“文件提交”（Document Submission）部分中，您可以上传必要的文件。您可以用手机给每个文档拍照，然后通过电子邮件发送给自己，然后上传到 PowerSchool。目前尚不需要免疫记录。

New Student Enrollment 2020-2021 (OHN)

Dashboard Help English

### Please Read Carefully

To enroll a student into New Haven Public Schools you must be able to provide documentation to confirm the child's age and residency and the identity of the parent or guardian. Here you must upload a copy or picture of the student's birth certificate or passport and proof of residency. In addition you must provide a current photo identification of the parent or guardian if you are unable to upload required documentation to complete the student enrollment process for New Haven Public Schools you may also email all documents in a single email to [nhpsregistration@new-haven.k12.ct.us](mailto:nhpsregistration@new-haven.k12.ct.us) or Fax all documents to 203-936-5275. Please be sure to include the student's FULL name (e, First Name, Last Name) when emailing or faxing documentation to the Office of School Choice & Enrollment.

Birth Certificate

Upload...

Parent Photo Identification

Upload...

Proof of Residency

Upload

Previous Next

**STEP 6:** Before clicking “Submit”, please review the information you have entered carefully.

**步骤 6:** 在点击“提交”（Submit）之前，请仔细检查您输入的信息。

**STEP 7:** Once you have submitted your information, you will receive a confirmation email. You have successfully registered with the New Haven Public Schools.

**步骤 7:** 提交信息后，您将收到一封确认电子邮件。告知您已成功在纽黑文公立学校注册。



## New Student Enrollment 2020-2021 (JOHN)

### Thank You for Submitting Your New Student Enrollment

Your information has been successfully submitted to New Haven Public Schools. Optionally, you may print a copy of [New Student Registration](#) for your records.

Note: Once your New Student Enrollment has been successfully submitted you may only make changes to your information by contacting New Haven Public Schools directly.

*Immunization and health records are required before your child begins their new school. Please bring all immunization and health records to the Main Office or the School Nurse at your child's school on their first day of school or at your child's new student orientation program. Your child will NOT be assigned to a homeroom or classes and will NOT be permitted to begin their schooling until they submitted all appropriate health records.*

*在您的孩子入读新学校之前，需要提供免疫和健康记录。请在孩子上学的第一天，或在孩子参加新学生入学培训计划时，将所有的免疫和健康记录带到校总办公室（Main Office）或学校护士室（School Nurse）。在您的孩子交齐所需的健康记录之前，学校不会将您的孩子分配到教室或班级，也不允许他们开始学习课程。*

**I am having technical issues and I am stuck. What do I do?** If you are having problems and have followed all instructions in this document, you may contact the Office of School Choice & Enrollment at 475-220-1430 or [NHPSRegistration@new-haven.k12.ct.us](mailto:NHPSRegistration@new-haven.k12.ct.us)

**我遇到了技术问题，无法进行下一步。我该怎么办？** 如果您遇到问题，而且是按照本文档中的所有说明进行的操作，[则可致电 475-220-1430](tel:475-220-1430) 或 [NHPSRegistration@new-haven.k12.ct.us](mailto:NHPSRegistration@new-haven.k12.ct.us) 联系择校与招生办公室。