

# Foxborough Public School

## Online Registration

### User Guide

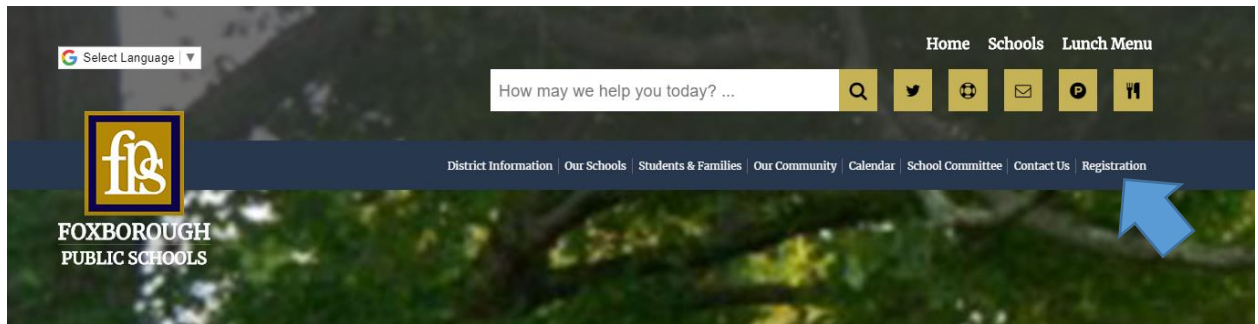
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## Updating Student's information

From the Foxborough Public Schools website

Select Registration or browse to [www.foxborough.k12.ma.us/registration](http://www.foxborough.k12.ma.us/registration)



## Student Snapcode

A Snapcode is a password to your student's online Returning Student Registration. You will receive a unique Snapcode for each student.

On the first day of school, your student will receive a letter containing their unique Snapcode, and directions for updating your student's profile. Please ask your student for this letter when they get home.


Enter your student's Snapcode then click CONTINUE

### A Snapcode is Required to Continue

#### Enter a Snapcode

To begin **Returning Student Registration**, enter the 15-character snapcode provided by Foxborough Public Schools .

Snapcode

[Snapcode Help](#)

#### Already Entered a Snapcode?

If you have already started your student's **Returning Student Registration** for this year, click the link below to sign in and continue your work.

[Continue Your Work](#)

Create an Account and sign in, or just sign in if you already have an existing account.

#### To Create an Account:

Select create an account; enter your name, daytime phone, email address and create a password.

The screenshot shows a user interface with two main sections: 'Sign In' and 'Create Account'.  
The 'Sign In' section includes:  
- An 'Email Address' input field.  
- A 'Password' input field.  
- A checkbox labeled 'Remember me on this computer'.  
- A green 'Sign In' button.  
- A link for 'Forgot password?'.  
- A link for 'Sign into your account using your cell phone number'.  
The 'Create Account' section includes:  
- A heading 'Create Account'.  
- A sub-heading 'With an account, you can...'.  
- A bulleted list:

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

  
- A green 'Create Account' button.

#### Verify your student Snapcode

Enter your student's **Date of Birth (MM/DD/YYYY)** then click **CONTINUE**

The screenshot shows a 'Snapcode Authentication' form.  
- The title is 'Snapcode Authentication'.  
- A sub-heading reads: 'In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode.'  
- A label 'Date of Birth for Student' is followed by a note: 'The date of birth must be in MM/DD/YYYY format.'  
- There is an empty input field for the date of birth.  
- A green 'Continue' button is at the bottom.

#### Complete your student's online Returning Student Registration

If you have previously completed an online Student registration, the system will ask you if you would like to import relevant information or you can "Start from Scratch".

The screenshot shows a 'Returning Student Registration' form.  
- The title is 'Returning Student Registration'.  
- A message reads: 'You've already submitted this form for Ashwini. Would you like to import the relevant information to save time?'.  
- There are two radio button options:

- Import
- Start from Scratch

  
- A green 'Continue' button is at the bottom.

#### If you choose:

**Import** : The system will copy over shared information from a previously completed student.

**Start From Scratch**: You will be required to re-enter student information

Follow the prompts and fill out all required fields. Click **NEXT** to navigate from screen to screen.



## SUBMIT your student's online Returning Student Registration

The **SUBMIT** button will not be available until all required fields are populated.

### Contact 1

Title [Edit](#)

First Name **required** [Edit](#)

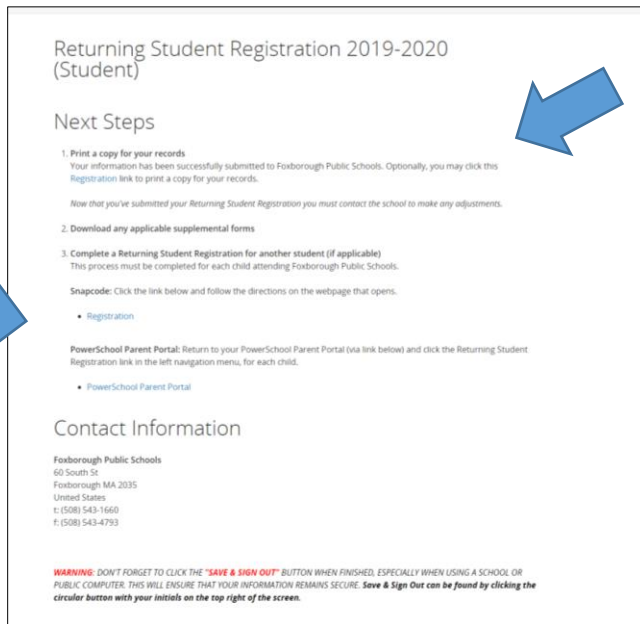
Middle Name [Edit](#)



Last Name **required** [Edit](#)

A **Required** box is displayed next to all mandatory fields. Select the **EDIT** button next to each area of the form needing additional attention to update.

Once an online Returning Student Registration is submitted, you may choose to print the forms for your own records or enter an additional Snapcode to complete a Returning Student Registration for another student.



Returning Student Registration 2019-2020  
(Student)

### Next Steps

- 1. Print a copy for your records**  
Your information has been successfully submitted to Foxborough Public Schools. Optionally, you may click this [Registration link](#) to print a copy for your records.  
*Note that you've submitted your Returning Student Registration you must contact the school to make any adjustments.*
- 2. Download any applicable supplemental forms**
- 3. Complete a Returning Student Registration for another student (if applicable)**  
This process must be completed for each child attending Foxborough Public Schools.  
**Snapcode:** Click the link below and follow the directions on the webpage that opens.
  - [Registration](#)

**PowerSchool Parent Portal:** Return to your PowerSchool Parent Portal (via link below) and click the Returning Student Registration link in the left navigation menu, for each child.

- [PowerSchool Parent Portal](#)

### Contact Information

Foxborough Public Schools  
60 South St  
Foxborough MA 01935  
United States  
t: (508) 543-1660  
f: (508) 543-4793

**WARNING: DON'T FORGET TO CLICK THE "SAVE & SIGN OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE. Save & Sign Out can be found by clicking the circular button with your initials on the top right of the screen.**

A confirmation email is sent to your registered email.

## Frequently Asked Questions

**What is a Snapcode?** The Snapcode is a password to your student's Returning Student Registration. You should receive a unique Snapcode for each student.

**Am I required to create an account?** Yes, you must create a Registration account. This account will allow you to save your work, and complete the process at a later time. Additionally, using the same account to complete forms for multiple children will reduce the amount of duplicate data entry.

**Do I have to answer all of the questions?** Mandatory questions are marked as "Required".

What if I make a mistake? If you would like to make a change, click on the underlined field or Click the "Prev" button to return to a previous page.

**I have completed the form, now what?** When you have finished entering your information, click "Submit." If you cannot click on this button, you will need to make sure that you have answered all the required questions.

**If I have more than one student attending the Foxborough Public Schools, do I need to complete the Returning Student Registration for each child?** Yes, you will need to provide information that is specific for each child, but once you submit one Returning Student Registration, the system will allow you to copy over shared family information, which will save you time.

**What if I do not understand a question?** You can contact the school for more information.

**What if I do not have access to the internet or a computer?** The online Returning Student Registration can be accessed from most internet-enabled tablets and smartphones. There are public computers and free internet access available at the Boyden Library. Lastly, you can always contact the school and request paper forms.

**What if I can't find my Student's Snapcode?** Please contact the school using the information below.

## School Contact Information

FOXBOROUGH HIGH SCHOOL GUIDANCE OFFICE	(508) 543-1620
JOHN J AHERN MIDDLE	(508) 543-1610
BURRELL ELEMENTARY SCHOOL	(508) 543-1605
IGO ELEMENTARY SCHOOL	(508) 543-1680
TAYLOR ELEMENTARY SCHOOL	(508) 543-1607