

## HOW TO REGISTER YOUR CHILD

Step 1-Fill out an application for enrollment.

<https://ecollect.accelaschool.com/Mullica> (This does not mean your child is registered)

Step 2-You will receive a confirmation email for your application for enrollment request, followed by another email indicating your enrollment request status.

### **Enrollment Application Received**

Dear Ecollect User,

The application you submitted to Mullica Township Schools for Robert Test has been received.

Your child's application will be reviewed by school staff. You will receive more information when it is processed. If you have questions or need assistance, please contact Mullica Township Schools directly.

Thank you for using Ecollect Enrollment!

Step 3- If the application for enrollment was approved you will receive an approval email advising you that an email will be coming within 60 minutes to complete the registration.

### **Enrollment Application Approved**

Dear Ecollect User,

The application you submitted for Robert Test at Mullica Elementary School was approved by school staff!

You should receive another email from Mullica Township Schools within 60 minutes; please contact them if there are any issues.

Thank you for using Ecollect Enrollment!

Step 4-Registration email with a link to complete enrollment.

Welcome to the new enrollment process.

Date and Time: 01/23/2019 08:23:34 am

Access ID: xxxxxx

Access Password: xxxxxx

Student Name: xxxxx

PowerSchool Address: <https://mullicschools.psisjs.com/public>

Step 5-Sign into PowerSchool via the link from the enrollment email. Select Create account tab (do not use Sign In) Fill out the requested information.

When linking your child to your account, please use the Confidential ID/Access ID and Password provided in the enrollment email.

## Student and Parent Sign In

- [Sign In](#)
- [Create Account](#)

### Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

[Create Account](#)

Step 6-Complete enrollment forms in Ecollect(left-hand side middle of the page) and pick a registration appointment time to bring in your child's birth certificate, shot records, physical, 4 proofs of residency, and any court documents if needed.

The screenshot shows a web application interface for a parent. On the left is a navigation menu with various icons and labels. The 'E Collect Forms' option is circled in red. The main content area displays a report titled 'Grades and Attendance: Test, Mike'. The report includes a table for 'Attendance By Class' and a table for 'Attendance By Day'. Both tables show zero absences and tardies. A legend for attendance codes is also visible at the bottom of the report area.

Attendance By Class													
Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
												0	0
Attendance Totals											0	0	

Current weighted GPA ():  
Show dropped classes also

Attendance By Day										Absences		Tardies		
M	T	W	H	F	M	T	W	H	F	18-19	YTD	18-19	YTD	
										0	0	0	0	0
Attendance Totals											0	0	0	0

Legend  
Attendance Codes:

All Ecollect forms must be completed in full before you can choose a registration appointment time. All paperwork must be brought with you to the appointment.

If you do not have access to a computer, you can come into the Mullica Township School District to complete your application for enrollment and registration.