InfoSnap: New Student Registration

The Waverly Community School District is excited to announce an online student registration/data validation system (PowerSchool Registration/InfoSnap) for the upcoming 2018-2019 school year. The online registration system is a secure and green process, which allows the district to verify all student demographic, emergency and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual permission forms for school district policies. In short, this online process replaces all the hard copy student registration and permission forms needed for enrollment into the Waverly Community School District.

We would appreciate families to take action and complete these forms for new student enrollment as soon as possible. Your student's registration will not be complete until the forms have been submitted. If you do not have access to the Internet, contact your child's school or the Waverly Administrative Center to make an appointment to use a school computer to complete the process. If you have any further questions, please contact the Administrative Center at 517-321-7265.

Steps and Frequently Asked Questions

How do I get started?

Visit http://www.waverlycommunityschools.net/ and click the Parent & Student tab, click the Enrollment Information section and New Student Registration.

Create an Account:

If you've never completed an online form with InfoSnap, you will need to create an InfoSnap Account. This allows you to securely save your work and come back at a later time if necessary. You can use your email address or cell phone number.

If you already have an account, you can sign in and complete the form using the same account. Forms for multiple children can be completed in the same account.

Do I have to answer all the questions?

Questions marked with a red [required] are required.

What if I make a mistake?

If you would like to make a change, prior to submitting the form, you can either navigate back to the page using the "<Previous" and "Next>" buttons. Or if you are on the Review Page, click on the underlined field. If you have already submitted the form, then you will need to contact the Student Services Secretary. For grades K-4 call Jaclyn at 517-319-3021; for 5th & 6th grades call Waverly East @ 484-8830; 7th & 8th grades call Waverly Middle School @ 517-321-7240; and for 9th – 12th grades call the Waverly High School Registrar @ 517-323-3831 Ext. 1127, so they can make the changes for you.

I've completed the form, now what?

Once you have finished entering your information, click "Submit". This will send all of the information you've entered to the school. If you cannot click on this button, please review your child's information as you need to make sure that you have answered all REQUIRED questions.

Submission Confirmation:

On the Submission Confirmation page, you may choose to print a copy of the submitted form. You will also be given the option to download additional forms.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, because you'll need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another-this will allow you to "snap" (or share) selected family information, which saves you time.

I'm not sure how to answer a question. I don't know what the question is asking.

You can contact your school or Waverly Administrative Center at 517-321-7265 to ask any general questions about the form.

Help! I'm having technical difficulties.

For technical support, visit https://help.powerschool.com or click "Contact Us" from any InfoSnap page. You may call 866-752-6850 Monday through Friday, 8 am – 5 pm CST

If you do not have access to technology, you may:

• Visit the Waverly Administrative Center during normal business hours 7:30 am – 4:00 pm, at 515 Snow Road where there will be a kiosk available for registration.

Additional items needed to complete your child's enrollment:
You can upload these items as you are completing the online registration.
Birth Certificate
Official State of Michigan Immunization Record
Proof of Residency – Property tax bill, lease agreement, current utility bill
Court documents regarding guardianship or custody agreement
Medical forms for Asthma, Diabetes, Seizures, Anaphylaxis
Medication forms for medication given at school
Individualized Education Program or 504 Accommodations-most recent IEP or 504 Plan