



STEPS ON HOW TO COMPLETE RE-REGISTRATION FOR A CURRENT SFS STUDENT



ALL RE-REGISTRATIONS ARE DONE THROUGH YOUR PARENT PORTAL ACCOUNT



1

Open up your internet browser and type in the direct link.
santafe.powerschool.com/public (DO NOT ADD "WWW." AT THE BEGINING)

2

Log in using your username and password. (If you have forgotten your password and/or your username you can call your students school and they can reset it for you.

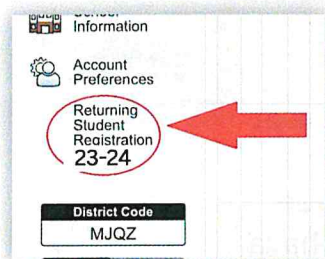
3

Make sure you are under your students profile. Once you are under your students profile, click on the small grey tab on the left. **Please note that if you have more than one student you will need to click the name of each student one at a time and do the following steps for each.**



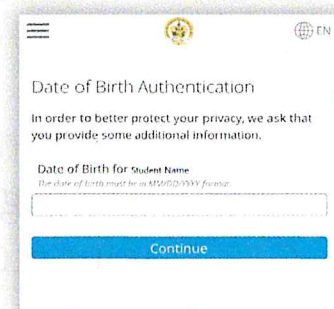
4

Once the tab is open scroll all the way to the bottom and click on **"Returning Student Registration 23-24"**.



5

You will then be prompted to this screen where your students name will appear. You will type in your students date of birth in the format demonstrated above the text box. Once you have entered the students date of birth click on continue.



6

Begin filling out the returning registration for your student.

Returning registrations for current SFS students are due by February 28, 2023 to secure your students seat for the school year 23-24. If you have any questions or need any help please contact your students school or the administration office.