

Bloomfield Schools' Returning Student Registration (students who were enrolled in our district in Spring 2020 & returning to Bloomfield Schools in August 2020)

For All Schools

Step 1. Log into your PowerSchool Parent Account (If you do not have an account, simply create one using the steps below):

1. Go to [www.bsin.k12.nm.us](http://www.bsin.k12.nm.us)
2. Click on "For Parents" then click "PowerSchool"
3. Click on "PowerSchool Parents"
4. Click the "Create Account" tab or sign in if you already have an account
5. Fill out all required information for:
  - a. Parent Account Details
  - b. Link students to Account
    - i. Access ID is the students Lunch #
    - ii. Access Password is the students birthdate (use MMDDYYYY format)
6. If you have more than one child, you can enter them all here.
7. Click Enter

Once you have created your account:

1. On the left menu, click "2020-2021 Returning Student Registration"-this will allow you to launch & begin the renewal forms to make any changes (if any) in regards to address, phone number, emergency contacts, medical etc. (If there are no changes please continue to review information to verify your child's school has the most updated information.
2. Once you have completed the forms, click "submit"

\*If you have multiple students in the district, you must renew each student separately. Please return to your PowerSchool Parent Portal, select the next student, and follow the same steps.

\*If demographics change AFTER you submit, you must contact the specific school to make the update.

If you need assistance, please email [psadmin@bsin.k12.nm.us](mailto:psadmin@bsin.k12.nm.us)

Thank you! Go Bobcats!