

# 2021-2022 Online Enrollment

- Online enrollment window opens at 8:00 am on Monday, March 1<sup>st</sup> .
- To enroll go to <https://web.risd.org/enrollonline/> (Powerschool online enrollment site)
- If Parents opened an Online Enrollment account previously, they opened the account with their email address or cell phone number. If you don't remember the email address or cell phone number you used, please contact Powerschool toll free: 1-866-752-6850. If you forgot your password, click on the "forgot password" link.
- To online enroll, parents will need their child's snap code, therefore a snap code letter with online enrollment information was sent home to all students on Friday Feb. 26<sup>th</sup>.  
F2F = Friday Bobcat Folder Virtual = Friday Packet pick up at the school
- \* Parents also received a snap code email\* either Friday or Saturday, Feb 26 or 27. Parents check your "spam" or "junk" mail if you don't receive the snapcode email. (Below are examples of last year's snap code email.)
- Both the snap code letter & the snap code email have the identical information. Snap code emails have a live link to the Powerschool enrollment site.
- Parents must upload their Proof of Residency (POR) into Powerschool's online enrollment site or send it to the school with their child's first & last name written on the top. The enrollment time/date stamp hinges on when the POR is received. Online enrollment is not considered complete until a POR is received.
- Proof of Residency (POR) = a recent utility (gas/water/electric only) bill or lease that shows your name and service address.

For more information go to [www.risd.org](http://www.risd.org).

Click on the Online Enrollment image located on the screen's right hand side

**REMEMBER Online Enrollment begins no earlier than  
8 am on Monday, March 1<sup>st</sup>.**

*Snap code emails will either be from:*

RICHARDSON ISD noreplyregistration@powerschool.com

OR

Noreply=noreply.infosnap.com@regmail.powerschool.com<noreply=noreply.infosnap.com@regmail.powerschool.com> On Behalf of RICHARDSON ISD