



USD 403 Otis-Bison Academy

Returning Student Enrollment Process

Enroll a returning student for the new school year: - [Proceed to Step A.](#)

Forgot your password: - [Proceed to Step B.](#)

No longer have access to your account's email: - [Proceed to Step C.](#)

Already have a student at USD 403, but need to enroll a NEW student: - [Proceed to Step D.](#)

Step A: Enroll your returning student

1. Begin by accessing the Student & Parent Sign On: <https://usd403.powerschool.com/public/home.html>.
2. Sign in using your username and password.
3. Upon Sign-in, you'll find the information portal. Each student has an individual section, listed by First Name.
 - a. Each of your students can be found at the top left of the page, listed by first name.
 - b. Forms MUST be filled out for each student individually.**
4. On the left column labeled "Navigation," click "Forms."
5. The "Forms" page will load with 4 tabs: General, Class Forms, Enrollment, and Student Support.
6. Click the Enrollment Tab.
7. Find forms listed under the section "USD 403 Otis-Bison Academy - Annual Forms."
8. Fill out and update the information and then hit Submit. You will automatically be taken to the next form in the list.
9. Once complete, the OBA Director will receive a notification to review your information.

STEP B: Forgot your password?

1. Begin by accessing the website: <https://usd403.powerschool.com/public/home.html>. This is the Student and Parent Sign-In Page.
2. Click the "Forgot Username or Password?" link.
3. Enter the information listed above to reset your password.

STEP C: No longer have access to your account's email?

1. Call the district office at 785-387-2201 to set up a new account.

STEP D: Enroll a new student

1. Visit [Otis-Bison Academy Registration form](#) and fill out the pre-registration. Once your student is approved you will receive instructions to add them to your parent account and complete the forms.