



New Student Enrollment

- **Kindergartners** must be 5 years old by August 31.
- **4Y Preschoolers** must be 4 years old by August 31.
- **3Y Preschool** must be 3 years old by August 31.



STEP 1

**Establish Student & Parent Account
Submit Required Documents**

- **Up-To-Date Immunization Records**
- **Original Birth Certificate**
- **Parent/Guardian's Valid Picture ID**
- **Legal Documents** (Guardianship, Name Change, Court Orders, etc.)
- **Proof of Residency**
- **Certificate of Indian Blood** (Native American Students)
- **Transcripts/Report Cards & Withdrawal Form from Previous School** (If available)

**Central Consolidated Schools • Data Department
Randy J. Manning Office Complex • Kirtland, NM
(505) 369-0606**



STEP 2 Complete On-Line Registration

- Use a **computer or laptop** to log into the district website: **ccsdnm.org**
- Click on **QUICK LINKS** & choose **POWERSCHOOL**
- Under PowerSchool choose **Students + Parents**
- Log in using your **USERNAME & PASSWORD**
- Under **INFORMATION**, choose **FORMS**
- Complete all the forms listed.
- Click the **SUBMIT** button before moving on to the next form.

If you need help with accessing a computer or the username & password, please contact your child's school.