### **Online Registration for New Applicants**

Only one parent will need to complete registration. You will need to complete this for each child going to a new school. PLEASE NOTE: Some forms may look different than the samples depending on which school you choose.

If your Child has never been to the school you are enrolling in, click the link below: https://enrollment.powerschool.com/family/gosnap.aspx?action=200003886&culture=en

#### If you have a child already Enrolled in the Diocese, please skip to Page 5

1. If you've clicked on the link above, here is where you will begin:



**2. Please click 'Create Account.'** Sign in is only for those that have registered other students through this enrollment syste.

3. After clicking the Create Account button, you will be brought to the next page:

### Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

Don't Have an Email Address? We suggest that you obtain a free email account online through Google or Yahoo.

# 4. Next, answer all the questions in the form and check mark the box at the bottom. Next, click 'Create Account.'

To comply with COPPA, I affirm that I am 13 years or older.

Create Account

Back to Sign-In

#### This will be your next screen. Please start a new application.

Dashboard

New Forms

Application 2025-2026

#### Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

#### 5. Enter your student information here (not the parent info)

Application 2025-2026

First Name	
Last Name	
Date of Birth enter as "mm/dd/yyyy"	

# 6. You will be brought to the next page. Read over the page and click 'Next.'

Dear Parent(s)/Guardian(s),

Thank you for considering the Diocese of Altoona-Johnstown Catholic Schools, where we have a tradition of faith, culture of learning, and a passion for growth. We look forward to meeting with you and your family.

Please complete this application in its entirety. Once completed, your application will be reviewed and you will be contacted. Completion of this application does not guarantee enrollment.

Thank you again for your interest in a Catholic Education.

### Application for Additional Students

An Application form must be submitted for each student in your family. Once you have successfully submitted one Application, you will have the opportunity to begin another from the "Submission Confirmation" page.

#### 7. Your next step will be to fill out the form and click 'Next.'

Note: You will need to fill in all information that says required. Certain questions may open additional questions depending on your answer.

### Student Information

Legal First Name required
East
Legal Middle Name
Legal Last Name required
Test
Suffix
- Select -
Gender [required]
Female V
Date of Birth required mm/dd/yyyy
1/1/2014
Grade student will enter [required]
3

8. Next, please complete the Student Application & Electronic Signature form and click 'Next.'

The next page will be a summary of your answers. If you see a red number under 'Status,' please click 'Find Invalid Fields.' This will take you to the question to correct any mistakes or fields you may have accidentally skipped over. Continue to do this until you see a green check.

## Missing information

Summary		
We found some missing or incorrect information on the following pages.		
PAGE	STATUS	
Student Application	14	
Find Invalid Fields		
Finished information. Now you may hit Submit		
Summary		
No issues found. You may now submit the form.		
PAGE	STATUS	
Student Application	•	

9. After you click 'Submit,' you will be brought to the page below: It will explain your nest steps. Click the word 'Application' to print. Click 'Application' under #3, if you have additional children to add.

# Application (2025-2026) (East)

## Next Steps

Thank you for applying to Diocese of Altoona Johnstown Schools!

1. Print a copy for your records Your Application has been successfully submitted to Diocese of Altoona Johnstown Schools. Optionally, you may click this Application link to print a copy for your records.

Now that you've submitted your Application you must contact the school to make any adjustments.

- 2. Download any applicable supplemental forms
- 3. Complete a Application for another applicant (if applicable). This process must be completed for each child applying to Diocese of Altoona Johnstown Schools. Click the link below and follow the directions on the webpage that opens.
  - Application

### Contact Information

Please contact your school with questions or email helpdesk@dioceseaj.org

10. If you have no other children to add, click your initials in the top right and then click 'Save & Sign out.'



If you need to add another applicant later, please log-in and click on the Dashboard to access your information.

**If you have a child already Enrolled in the Diocese, please** login to the PowerSchool Parent Portal. If you do not already have a parent account for PowerSchool, please reach out to the school. <u>https://eschool.daj.k12.pa.us/</u>

D Power	School SIS		
Parent	Sign In		
Sign In	Create Account		
			Unlock 1Password
Username			۵0
Password			
		Forgot Username or Password?	
		-	
			Sign In

**1**. Click on Student Enrollment (this will update to the 2025-2026 school year but it does not matter for adding a new application).



2. Click on Dashboard in the upper right hand corner



**3.** Click on Application and enter the new student information. See above for additional directions starting at Number 5.



New Forms

Application 2025-2026



• If you have started an Application, you may "Continue a Form in Progress" to access your online