

Williamsburg Community School District PowerSchool E-Registration Parent Guide

Parents,

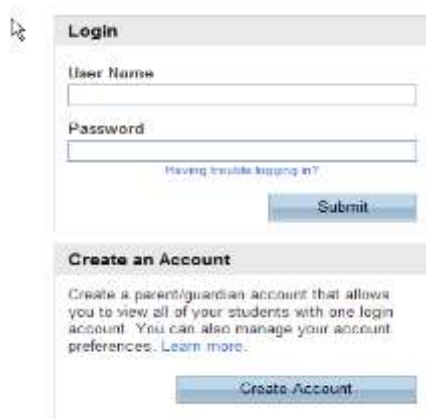
In order to provide a more flexible and cost effective approach to student registration, WCSD is requiring an online enrollment process.

Please go to the Parent PowerSchool log in page: www.williamsburg.k12.ia.us and go under **PowerSchool for Parents/Students**

In the Login box enter your **User Name** and **Password**, click **Submit**. (If you don't remember your user name and/or password, please call your school secretary to get this information.)

NEW FAMILIES will need to **CREATE** an account. A label below provides your **User Name** and **Password** to use when creating your account.

ADDING A NEW SIBLING - Click **student tab** and click **blue add button** to add additional **siblings**. A label below provides the required information to add.

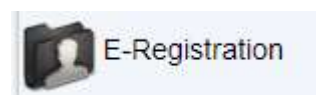


The screenshot shows a web form with two main sections. The top section is titled "Login" and contains two input fields: "User Name" and "Password". Below the "Password" field is a link that says "Having trouble logging in?". A blue "Submit" button is positioned below the "Password" field. The bottom section is titled "Create an Account" and contains a paragraph of text: "Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more." Below this text is a blue "Create Account" button.

The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.



In the left menu, scroll down and click E-Registration:

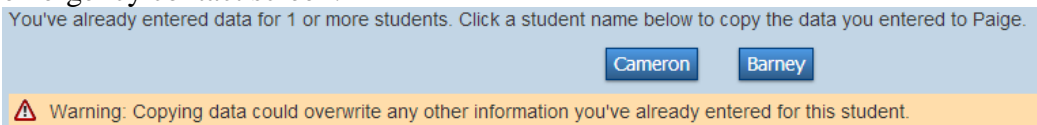


The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through nine steps to complete the following updates:

- Student Demographics (screen 1)
 - Student's – address, phone numbers, etc.
- Home Language Survey (screen 2)
 - Language information required by the state to be gathered from every student.
- Parent/Guardian (screen 3)
 - Parent – address, phones, employer, etc.
- Emergency Contacts (screen 4)
 - Name, relationship, contact phones
- Health (screen 5)
 - Medications and health concerns
- Permissions, (screen 6)
 - Parents grant or deny permission for their student school activities
- Fees (screen 7)
 - Fees: School fees or lunch accounts are electronically paid here
- Finish (screen 8)

After completing one student, parents have the opportunity to copy address and phone data to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen:



This means while on the Demographics screen for Paige, click on the other students name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for Paige. Additional updates may be made after the copy is completed.

All updates from parents go into a pending status. Building secretaries review every change request and provide final approval for update into the PowerSchool files.

ONCE YOU HAVE COMPLETED E-REGISTRATION THROUGH POWERSCHOOL, MAKE SURE TO COMPLETE ALL REQUIRED FORMS AND PAY FOR FEES. THIS MUST BE DONE BEFORE THE START OF SCHOOL ON AUGUST 23, 2016.