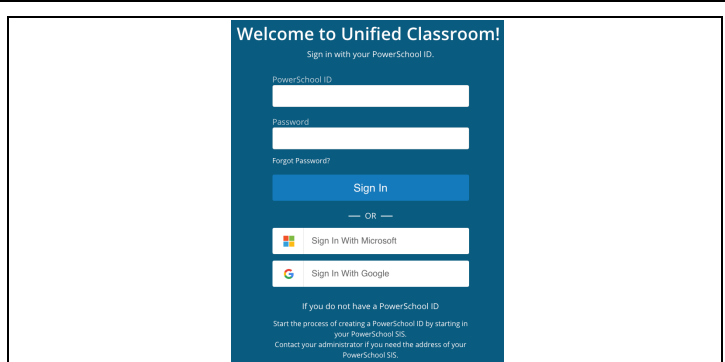


# Washington Community Schools PowerSchool E-Registration Parent Guide

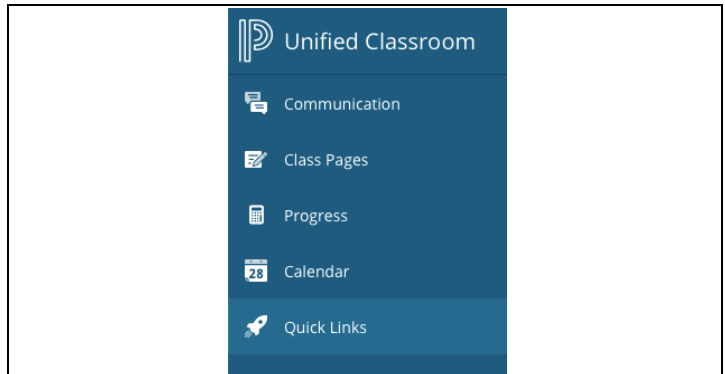
This process requires parents to log into Unified Classroom with their Parent Powerschool ID. If you have not created this or logged into Unified Classroom yet, please see the directions titled Create Parent Powerschool ID located under the Parents menu on the school district website.

Please go to the Parent PowerSchool log in page: <http://classroom.powerschool.com>

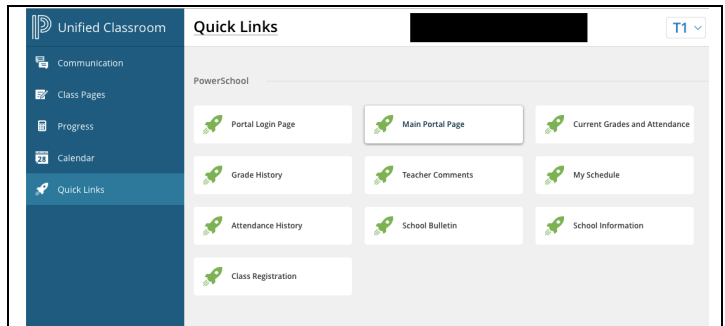
In the Login box enter your Powerschool ID (email address) and your password.



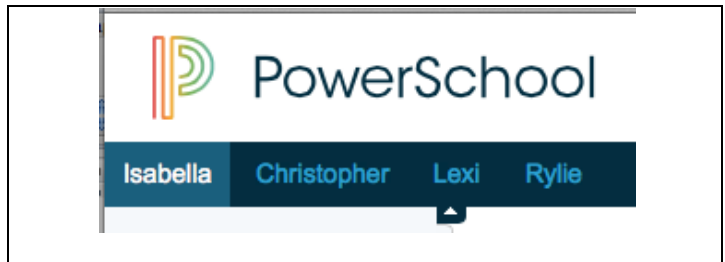
You will be taken to the Unified Classroom Dashboard. Click on **Quick Links** in the menu on the left.



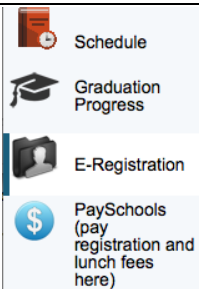
Click on the quick link button for **Main Portal Page**.



You will be taken to the PowerSchool Parent Portal screen. Each of your children will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen).



Click on **the E-Registration icon** and you will be shown the data that is currently on file at the school in the center column of the screen. **You only need to enter changes/updates for your student.**



You will be taken through **9 steps** to collect updates for:

- Student Demographics (screen 1)
  - Student's – address, phone numbers, etc.
- Home Language Survey (Screen 2)
- Guardians (screen 3)
  - Parent – address, phones, etc.
  - **Contact Screens NOTE:** Washington CSD enters parents contact information in the following format for consistency purposes. **Contact 1** is the primary contact for the child residing at the same physical address with the child. **Contact 2** is any other adult residing at the same physical address with the child (ex. Step-parent). **Parent Contact 3** is another parent/guardian not residing with the child (ex. Biological parent)(optional). **Parent Contact 4** is optional.
- Emergency (screen 4) **NOTE: For others not listed under Parent Contact Info Screens 3**
  - Name, relationship, contact phones, Doctor names, phones, hospital preference
- Health (screen 5)
  - Medications and health concerns
- Permissions (screen 6) ...continued on back
  - Parents grant or deny permission for their students school policies
- Documents (screen 7)
  - Other Forms: Access to district specific forms. Examples include: Athletic physical, Fee sheet, supply lists, dental info, prescription info, vaccine info, Powerschool & Total Access info.
- Fees (Screen 8)
  - Fees: School fees may be paid online via PaySchools. You can pay fees for all students at once. If applying for Free/Reduced meals, skip this step and remit payment after your application is approved.
- Finish (screen 9)

**You must go through all steps for each student. Once you receive the message, "E-Registration has been completed" (sample below), you may change students and begin again.**

**E-Registration:**

Demographics | Language | Guardians | Emergency | Health | Permissions | Documents | Fees | Finish

**E-Registration has been completed for Hayden**

Thank you for completing e-Registration.

**Note!**

The E-Registration process needs to be completed for each individual child assigned to your account.

✓ Indicates that E-Registration has been completed for the child.

⚠ Indicates that E-Registration still needs to be completed for the child

To start the process for another child, please click on that child's name located under the PowerSchool logo or in the listing below.

Student	Complete Date
<div style="display: flex; align-items: center;"> <span style="color: green; font-size: 1.2em; margin-right: 5px;">✓</span> <input style="width: 50px; height: 20px; border: none;" type="text"/> Hayden Grace         </div>	04/12/2016

All updates from parents go into a pending status. School Secretaries review every change request and provide final approval for update into the Powerschool files.

***Thank you for participating in Electronic Registration! We appreciate your support!***

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**If you choose to pay online, find additional steps for setting up a PaySchools account below:**

1. Click the Payschools link on step 8 of the registration process, or access directly from the WCSD website: <http://www.washington.k12.ia.us> click the Payschools link in the left column
2. Under Main Menu – Select: Your Online Profile.
3. Choose First Time Users – Click here to Register.
4. Complete the Form – Click Register Now at the Bottom of the Page.
5. Click Your Students under the Main Menu
6. Complete the Create New Student Section and click Add New Student.
7. Continue to Add **All** of Your Students.
8. Click Available Products under the Main Menu
9. Select the items you wish to purchase Registration/Activities/Lunch then click Add to Cart.
10. Click to Add More Items (if necessary), Select Item then click Add to Cart.
11. When finished adding items click Check-Out
12. Some items may require you to select the student in Applies to Section: From the Drop Down Screen – Select the Student for the Registration/Activity, then click Continue
13. Verify Information on the checkout page – Select Payment Type (Pay by E-Check, Credit Card or Paypal)

PaySchools Customer Support: [support@payschools.com](mailto:support@payschools.com) (866) 729-5353