

Washington Community Schools PowerSchool E-Registration Parent Guide

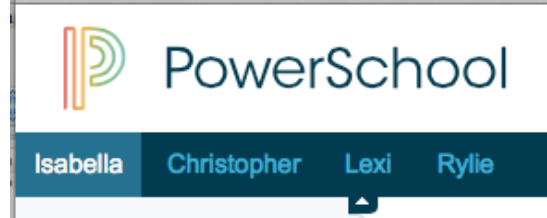
In order to provide a more flexible and cost effective approach to student registration, Washington Community Schools is requiring an online enrollment process.

Please go to the Parent PowerSchool log in page: <https://ps-washington.gwaea.org/>

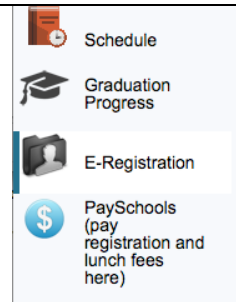
In the Login box enter your User Name and Password.

** If you need this information contact school staff.*

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)

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- 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: Hayden Grace

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
✓ <input type="text"/> Hayden Grace	04/12/2016

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.

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

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)