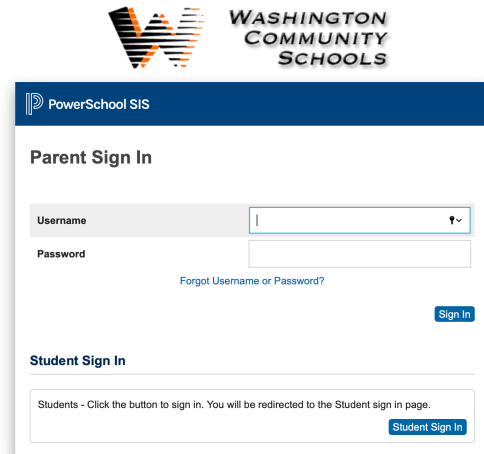


# Washington Community Schools PowerSchool Registration Parent Guide

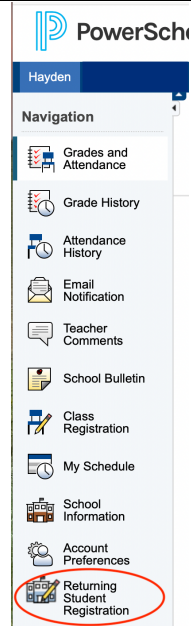
Please go to the Parent PowerSchool log in page: <http://washington.powerschool.com> or click the link under the Parents menu of our District website <http://www.washington.k12.ia.us>

Enter your email address in the username box, and your password in the password box. If you are unsure of your password, use the Forgot Username or Password link to reset your password via email. If this is unsuccessful we may not have your current email address on file. Please contact a school secretary and they can assist you.



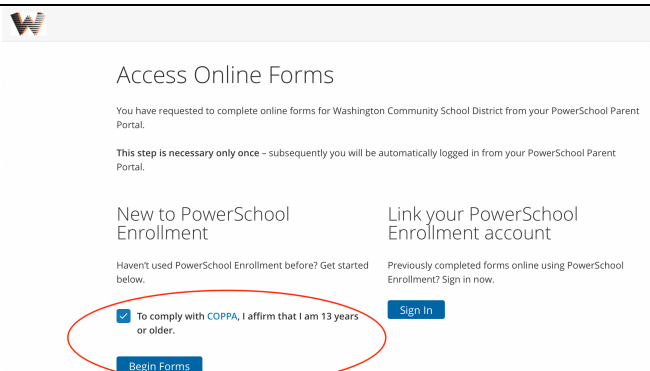
The screenshot shows the Washington Community Schools logo at the top. Below it is the PowerSchool SIS logo. The main heading is "Parent Sign In". There are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". To the right of the password field is a "Sign In" button. Below the sign in section is a "Student Sign In" section with a text box that says "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a "Student Sign In" button.

You will be taken to the Powerschool Parent Portal. **Choose your student's name** from the menu in the blue bar at the top. Select the **Returning Student Registration** link under the navigation menu on the left.



The screenshot shows the Powerschool Parent Portal navigation menu. The menu is titled "Navigation" and lists several options: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Account Preferences, and Returning Student Registration. The "Returning Student Registration" option is circled in red.

If the Access Online Forms screens comes up, **check the box** that says "To comply with COPPA, I affirm that I am 13 years or older" and click **BEGIN FORMS**



The screenshot shows the "Access Online Forms" screen. It has a heading "Access Online Forms" and a subheading "You have requested to complete online forms for Washington Community School District from your PowerSchool Parent Portal." Below this is a text box that says "This step is necessary only once - subsequently you will be automatically logged in from your PowerSchool Parent Portal." There are two main sections: "New to PowerSchool Enrollment" and "Link your PowerSchool Enrollment account". Under "New to PowerSchool Enrollment" is a text box that says "Haven't used PowerSchool Enrollment before? Get started below." and a checkbox that is checked and says "To comply with COPPA, I affirm that I am 13 years or older." Below this is a "Begin Forms" button. Under "Link your PowerSchool Enrollment account" is a text box that says "Previously completed forms online using PowerSchool Enrollment? Sign in now." and a "Sign In" button.

**Enter the birth date** for the child you are registering to verify your identity.



## Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for Hayden

The date of birth must be in MM/DD/YYYY format.

Continue

Follow the on-screen directions to go through the registration process for each student. You will need to repeat these steps for each student by selecting the next student's name (as was done in the second step). The system will give you the option to copy some of the information from a previously registered student.



Returning Student  
Registration 2021-2022  
(Hayden)

### Introduction

#### Form

Student

Contacts

Priority

Medical

Agreements

Signature

#### Summary

## Introduction

### Online Returning Student Register

Welcome to Washington Community School District's Returnin

1. Select "Next" on this page, and enter the information re

Note: Required fields are marked as "Required", and Wash  
as it is entered. Please be careful of spelling, capitalizatio

2. On the "Review & Submit" page, check your data before

3. Select "Submit"!

On the submission confirmation page you will have the op  
your records. Note: Once the form is electronically submi

### Returning Student Registration f

A Returning Student Registration form must be submitted for e  
submitted one Returning Student Registration, you will have th  
Confirmation" page.

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Previous

Next

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!***

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

- 1) Go to [www.schoolpay.com](http://www.schoolpay.com) click Create an Account.
- 2) Enter your name and contact information and click continue.
- 3) Search for your students by entering the school district, school, and student names.
- 4) Click add student and then continue. An email will be sent with a link to set your password.
- 5) Enter the password contained in the email and then set your new password.
- 6) You should now be taken to the main payments screen. You can add more students by going under the menu at the top right with your name and choosing Profile Mgmt and then Student Management. Click the Add New Student button in the top right.
- 7) Use the School Payments or Food Services link on the left to select the items you want to purchase. **NOTE\* Food Service payments are listed for each student, but funds will be deposited into the family account to be shared by all students.**
- 8) When you check out you will be asked to add payment information.

More information about SchoolPay can be found on our website [www.washington.k12.ia.us](http://www.washington.k12.ia.us) under the Registration & Forms link.

**Updated 07/20/2022**