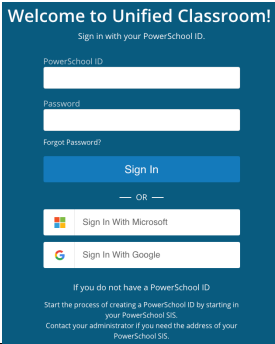
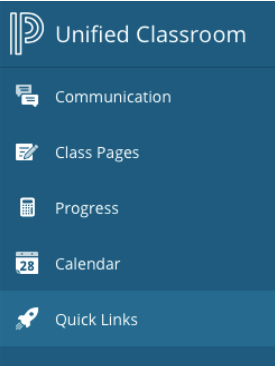
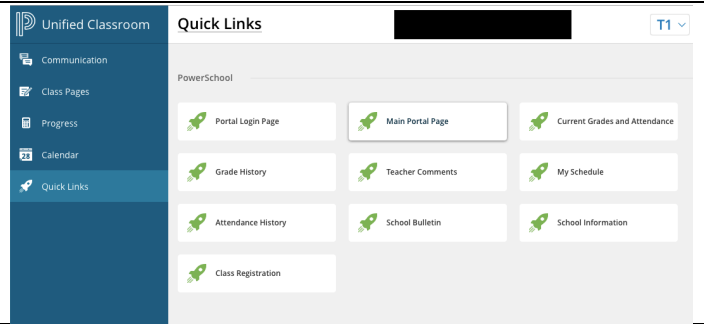
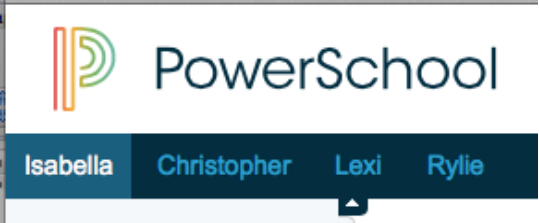


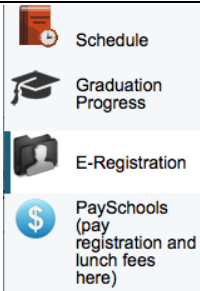
# Washington Community Schools PowerSchool E-Registration Parent Guide

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 contact a school secretary and they can assist you.

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

<p>In the Login box enter your Powerschool ID (email address) and your password.</p>	
<p>You will be taken to the Unified Classroom Dashboard. <b>Click on Quick Links</b> in the menu on the left.</p>	
<p>Click on the quick link button for <b>Main Portal Page</b>.</p>	
<p>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).</p>	

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)
  - Language information required by the state to be gathered from every student.
- Health (screen 3)
  - Medications and health concerns
- Contacts (screen 4)
  - Parental, guardian, and emergency contact addresses, phone number, etc.
- Contacts Sort (screen 5)
  - Priority order for contacts for who should be contacted first in the event of an emergency
- Permissions (screen 6)
  - 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 SchoolPay. 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. 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 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.