Centerville PowerSchool E-Registration Parent Guide
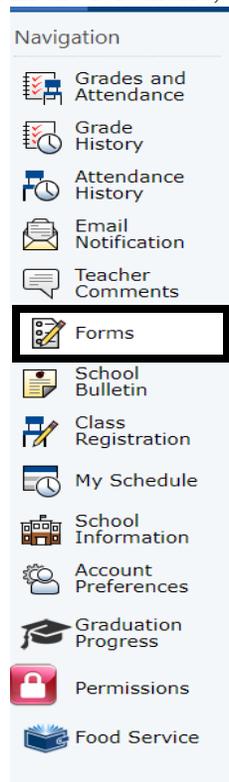
Parents,

In order to provide an effective and safe approach to student registration, Centerville is requiring an online enrollment process.

Once you have a PowerSchool Parent Access Account, log in to:
https://centerville.powerschool.com/public/home.html

In the Login box enter your **User Name** and **Password**, click **Sign In**. If you do not have a parent access account, you will need to create an account.

The PowerSchool Parent Portal screen will display. Each of the 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 Forms.

The E-Registration process begins with the Enrollment tab.

Parents will have the following ten forms to complete/update:
- Student Demographics (Centerville A)
- Student Address (Centerville B)
- Student Contacts (Centerville C)
- Home Language Survey (Centerville D)
  - Language information required by the state to be gathered from every student.
- Health Information (Centerville E)
  - Medications and health concerns
- Permissions, (Centerville F)
  - Parents grant or deny permission for their student school activities
  - Link to Online Fee Web store
  - Link to other health forms and athletic forms that will need printed and returned
- Transportation Request Form (Centerville G)
  - Request bus transportation to/from school for your child
- Application for Free and Reduced Price School Meals (Centerville H) **(Optional)**
- Migrant Worker Questionnaire (Centerville I)
- Acknowledgement of Completion (Centerville Z)

<u>All forms but the application for Free and Reduced Price School Meals must be completed for each student.</u>

If you would like to fill out the Book Fee Waiver Application, you will find this form under the General Form tab.

Building Secretaries review every change request and provide final approval for updates into PowerSchool. Please check your parent access account for the leaf symbol to change colors.

Leaf colors- Blue   Green   Yellow   Red

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