



CENTERVILLE

Community School District

Parents/Guardians:

We look forward to the opportunity to serve you and your child again in the coming year! We are happy to announce that online registration is now open for the 2024-2025 School Year. You can complete online registration from Monday, July 22nd through Tuesday, August 10th. If you are new to the district please complete the pre-registration form at <https://ecollect.accelaschool.com/centerville>.

Online registration through PowerSchool will be used again this year so that you can register from the comfort of your own home. You can register your student(s) using a computer, smartphone, or tablet. You can register through a web browser by visiting our PowerSchool site at <https://centerville.powerschool.com/public/home.html> or you can register through the PowerSchool mobile app. If you are using the PowerSchool mobile app make sure you are using version 22.5.0 or higher. If you do not have a parent access account, one will need to be created an account.

Parents will have the following forms to complete/update under Enrollment:

- Student Demographics
- Student Address (Can be submitted for family)
- Student Contacts (Can be submitted for family)
- Health Information
- Permissions (Can be submitted for family)
 - Parents grant or deny permission for their student's school activities
 - Link to Web Store to pay fees
 - Link to other health forms and athletic forms that will need to be printed and returned
- Transportation Request Form (Can be submitted for family)
- Iowa MEP (Can be submitted for family)
- Chromebook and Device Use Agreement (Can be submitted for family)
- Acknowledgment of Completion (Can be submitted for family)
- **Optional form:** Student Fee Waiver Application

If you have any questions or need assistance please contact your student/students' building. Secretaries will return to the office on August 1st, principals will be able to help on a limited basis prior to this time.

- **Centerville High School:** 641-856-0813
- **Howar Middle School:** 641-856-0760
- **Lakeview Elementary School:** 641-856-0637
- **Centerville Preschool:** 641-856-0709

We greatly appreciate your participation in the online registration process. If you have trouble with the online registration process and would prefer in-person assistance, we will be hosting an in-person registration event at the Lakeview Elementary School Cafeteria on **July 24th from 10:00am to 6:00pm**. We are glad to welcome you back or welcome you for the first time to our district and look forward to a great school year ahead with you!

Sincerely,
Centerville Administrative Team

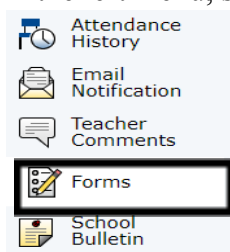
Mark Taylor • Superintendent
Julie Caraccio • Sp. Ed./Curriculum Dir./PK Principal
Jennifer Donels • CHS Principal
Jarred Johnston • CHS Asst. Principal/Activities Dir.

Terri Schofield • HMS Principal
Bryan Baker • Lakeview Principal
Andy Hotek • K-8 Assistant Principal
Brad Warren • Director of Alternative Services

Using a Web Browser for Registration

Registration forms are accessed from your PowerSchool account. No separate login is necessary. Forms are tied to your child's record and can be accessed from the Forms link in the left navigation column.

In the left menu, scroll down and click Forms.



The E-Registration process begins with the Enrollment tab.

General Forms | Class Forms | Enrollment | Student Support

Enroll Form Listing for

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Forms

Search forms...

Centerville

Status	Form Name	Form Description	Category
Empty	[Centerville] A - Student Demographics		Centerville
Empty	[Centerville] B - Student Address		Centerville

Parents will have the following forms to complete/update under Enrollment:

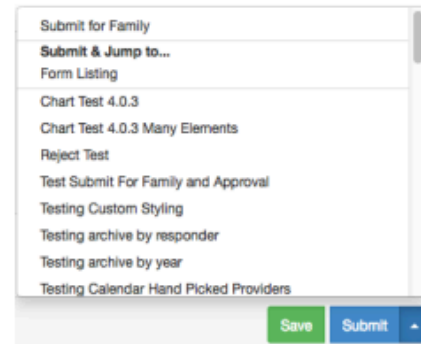
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SUBMITTING A FORM

Once the form is filled out, press the Submit button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the Submit button is an arrow that brings up a couple of options for submission.

For some forms, the first may be "Submit for Family". Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using "Submit for Family" will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.

A screenshot of a dropdown menu with a light gray background. The menu is open, showing a list of options. The first option is "Submit for Family". The second option is "Submit & Jump to..." which is highlighted in a darker gray. Below it is "Form Listing". There is a horizontal separator line. Below the line are several other options: "Chart Test 4.0.3", "Chart Test 4.0.3 Many Elements", "Reject Test", "Test Submit For Family and Approval", "Testing Custom Styling", "Testing archive by responder", "Testing archive by year", and "Testing Calendar Hand Picked Providers". At the bottom of the menu are two buttons: a green "Save" button and a blue "Submit" button with a small downward arrow to its right.

The other option is to "Submit & Jump to...". Below this option is a list of pages you can open after submitting this form, either the Ecollect Forms page or a different form.

SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

When to Save:

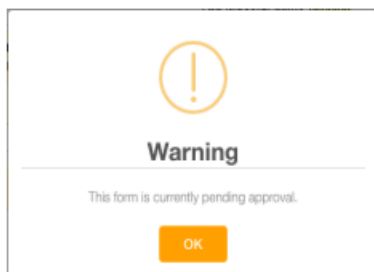
- You need to step away from the computer
- You do not have all the required information but have filled out some of the information


When to Submit:

- You are ready to send the form to the school/district


APPROVAL

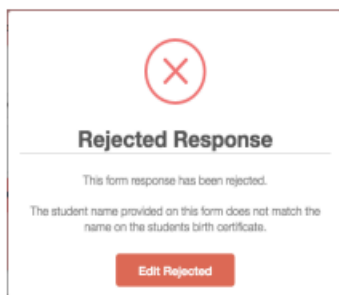
A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.



The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Ecollect Forms page, a pending form will have the status of  Pending and the row will be highlighted yellow.

If the form is approved, the status will be  Approved and the form background return to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be  Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.



Click the Edit Rejected button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

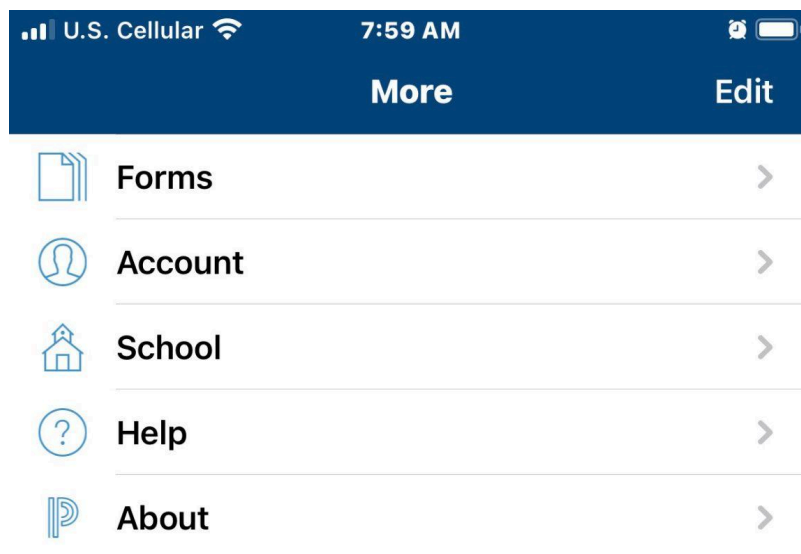
If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.

Using PowerSchool mobile App for Registration

You will want to make sure your PowerSchool mobile App is updated to version 22.5.0 or higher. To check what version you are using, you will click on More and then select About. **If you need to create an account or log back in the district code is JS GG.**

Privacy Policy		>
PowerSchool Mobile	Parent	
Version	22.5.0 (1)	

Registration forms are accessed from your Parent PowerSchool account. No separate login is necessary. Forms are tied to your child's record and can be accessed by clicking on the More option at the bottom of your screen.



The registration forms can be found under Enrollment.

Your preferences haven't been configured.

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Enrollment

Search forms...

Centerville

[Centerville] A - Student Demographics

Approved

Last Entry: 07/19/2021 10:03:16 AM

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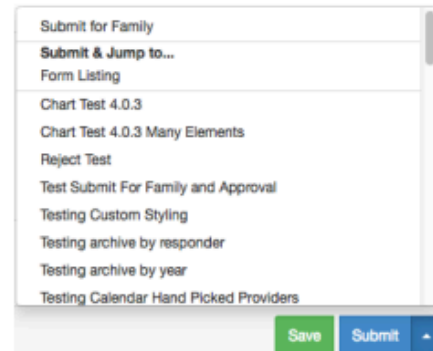
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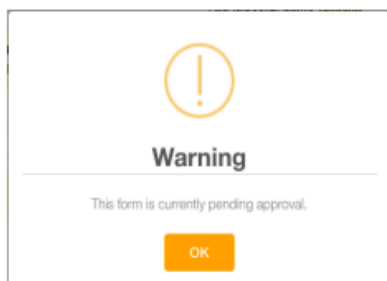
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APPROVAL

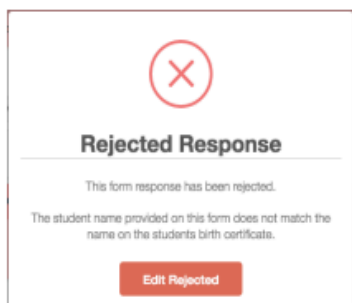
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