

Monticello PowerSchool E-Registration Parent Guide (Complete this letter second)

Dear Monticello Community School District Parents/Guardians,

In order to provide a more flexible and cost effective approach to student registration, this fall Monticello is requiring an online enrollment process.

Earlier this year (and the other letter in this mailing) you were sent a letter explaining how to change your log on process to PowerSchool to the *Single Parent Log On* procedure. Once completed, this process allows parents to see multiple children with a single log on username and password. E-Registration **WILL NOT** function if the *Single Parent Log On* procedure has not been completed. Please complete this process as soon as possible. Remember, you must complete this process for each of your children.

Please note: Those parents/guardians that do not have this process completed will be required to do this at the school registration process in August. **If this process is done BEFORE attending registration, your time will be significantly reduced.**

Once the *Single Parent Log On* procedure has been successfully completed you are now ready for the E-Registration process. Please go to the Parent PowerSchool log in page:

<http://ps-monticello.gwaea.org/public/>

In the Login box enter your User Name and Password.

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).

An icon called Grant Wood AEA Additional Features is located in the upper right hand portion of the screen.

Double click this icon and you will be presented a submenu. Double click the E-Registration icon.

Double click on the E-Registration icon and three columns of information will be seen. The data that is currently on file at the school is in the center column of the screen. **You only need to enter missing information or changes/updates for your student.** If the information in PowerSchool is correct you do not need to do anything with that information. Most of what you will be doing is VERIFYING that the information the school has is correct.

During the E-Registration process, you will be taken through 9 steps (or pages). For each step please fill in missing data, verify, update or change the information for your child. Again, if the information in PowerSchool is correct you do not need to do anything with it. Click the Save button at the bottom of each page and you will be directed to the next E-Registration page.

The following are the descriptions of the 9 screens you will see:

- Student Demographics (screen 1)
 - Student's – address, phone numbers, etc.

- Parent Contact Information (screens 2 and 3)
 - Parent's – address, phones, etc.
- Emergency Contacts (screen 4)
 - Name, relationship, contact phones
- Medical Information (screen 5)
 - Doctor names, phones, hospital preference
- Health (screen 6)
 - Medications and health concerns
- Permissions (screen 7)
 - Parents grant or deny permission for their students' school activities
- Fees and other forms (screen 8)
 - This page will NOT be activated for MCSD this year. Parents/Guardians will still pay fees directly to the school during pre-school registration times
- Finish (screen 9)

You must go through all steps for each student. Once you receive the message, “You have completed the E-Registration process” (sample below), you may change students and begin again.

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.

Please keep in mind that if this process is done BEFORE attending registration in the fall, your time at registration will be significantly reduced. Thank you for participating in Electronic Registration!