

# **St. Teresa of Calcutta School**

## **PowerSchool E-Registration Parent Guide**

Parents and Guardians,

In order to provide a more flexible and cost effective approach to student registration, **St. Teresa of Calcutta** is **requiring** an online enrollment process.

Please go to the Parent PowerSchool log in page: <https://archd.powerschool.com/public/>

In the Login box, enter your **User Name** and **Password**. Click **Sign In**.

The PowerSchool Parent/Guardian 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.

Parents have the opportunity to change the language E-Registration is presented by clicking on the **Select Language** option in the upper right portion of the screen.

In the left menu, scroll down and click E-Registration.

The E-Registration process begins with the Demographics tab. The screen is presented with data that is currently on file in the center of the screen. Updates or new entries may be completed in the right column of the screen. **Please ONLY enter updates/changes.**

Parents will be taken through **nine** steps to complete the following updates:

- 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 student school activities
- Fees (screen 7)
  - Fees: School fees or lunch accounts are electronically paid here
- Forms (screen 8)

- Other Forms: Access to district specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc.,
- Finish (screen 9)

After completing one student, parents have the opportunity to copy address and phone data to another student. This means while on the Demographics screen for one student, click on the other student's name. Additional updates may be made after the copy is completed.

All steps (Demographics, Language, Health, Contacts Sort, Permissions, Forms and Fees) must be completed for each student. The Contacts tab only needs to be reviewed and updated for one student because additional students can be linked to contacts in the "Relationship" portion of this screen. When the message, "E-Registration has been completed" appears, you may select another student and begin.

Building and District Secretaries review every change request and provide final approval for updates into PowerSchool.

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