

Using PowerSchool's eRegistration to Verify Student Data

Dubuque Community School District

The eRegistration program has 2 purposes:

1. Before the beginning of a new school year, eRegistration will be used to register your student for school.
2. During the school year, eRegistration can be used to verify student record information.

The following instructions will take you through the steps of verifying your student's information.

To use the eRegistration program you must have a PowerSchool account and internet access.

PowerSchool's parent portal url: <https://ps-dubuque.gwaea.org>

1. Sign into the PowerSchool parent portal using your PowerSchool User Name and Password.



Login

User Name

Password

[Having trouble logging in?](#)

Submit

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Create Account

2. Select Additional Features

The screenshot shows the PowerSchool Parent Access interface in a Mozilla Firefox browser. The top navigation bar includes icons for Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Calendars, Account Preferences, and Additional Features. The 'Additional Features' icon is highlighted with a red arrow. Below the navigation bar, the user's name 'Time, Deb' and login information are displayed. The main content area shows the 'Grades and Attendance' section for student 'Aimee', with a table for 'Attendance By Class' and a 'Legend' section.

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
4(A-B)											Chemistry 2 Norberg, Shel K	--	--	--	--	--	--	0	0
Attendance Totals																	0	0	

Legend
Attendance Codes: Blank=Present | AD=Attendance Drop | A=Absent | T=Tardy | P=Parent Excused | U=Unexcused | ISS=In School Suspension | S=School Excused | ILL=Illness | MA=Medical Appt | V=Vacation | ET=Excused Tardy | UT=Unexcused Tardy | F=Field Trip | CV=College Visit | G=Guidance | WE=Weather | X=Truant | OSS=Out of School Suspension
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

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3. Select eRegistration

The screenshot shows the PowerSchool Parent Access interface with the 'Class Registration' icon highlighted by a red arrow. Below the navigation bar, the user's name 'Time, Deb' and login information are displayed. The main content area shows three icons: ITBS Graph, eRegistration, and Schedule. The 'eRegistration' icon is highlighted with a red arrow.

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4. Step 1 of the eRegistration process is used to check your student's demographic information. Changes can be made on the screen.

PowerSchool

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars | Account Preferences | Additional Features

Aimee | Gist-of | Gracie | Jennifer | Justin | Kaitlin | Outta | Time, Deb (Last Login: 10/21/2010 at 10:50 AM) | Logout

E-Registration - Student Demographics: Clark, Aimee M Progress: 1 2 3 4 5 6 7

Please complete all 7 steps prior to changing students.
Click the Save button at the bottom of each screen to proceed to the next step.

	On file with the school	Please make your updates or changes.
Name (last, first MI)	Clark, Aimee M	If you make changes, please use the formatting shown.
Date of Birth	3/21/1991	<input type="text"/> MM/DD/YYYY
Gender	F	<input type="text"/>
Is the student Hispanic or Latino?	No	<input type="radio"/> Yes <input type="radio"/> No
What is the student's race? (Check all that apply)	(A) Asian (B) Black or African American (P) Native Hawaiian / Other Pac Islander	<input type="checkbox"/> (A) Asian <input type="checkbox"/> (B) Black or African American <input type="checkbox"/> (I) American Indian or Alaska Native <input type="checkbox"/> (P) Native Hawaiian / Other Pac Islander <input type="checkbox"/> (W) White
What language did your child learn when he/she first began to talk?	English	<input type="text"/>
What language does your child most frequently speak at home?	Spanish	<input type="text"/>
What language is spoken by you and your family most of the time at home?	Spanish	<input type="text"/>
Student Home phone	319-222-4455	<input type="text"/> XXX-XXX-XXXX
Student Home Address	510 Tory Lane Marion, IA 52302	<input type="text"/> <input type="text"/>
Student Mailing Address	2027 FOREST DR SE Cedar Rapids, IA 52403	Same as home Address <input type="text"/> <input type="text"/>
In which school district does your child reside?	Palo Alto School District	<input type="text"/>
In which county does your child reside?	(57) Linn	<input type="text"/>

Please click the Save button to save your progress and continue to the next screen.

Save

Even if you don't make any changes, you must always click the Save button to continue.

5. Step 2 of the eRegistration process is used to verify Parent Information. The 1st & 2nd Parent Information screen should be the legal guardians of the student.

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars | Account Preferences | Additional Features

Aimee | Gist-of | Gracie | Jennifer | Justin | Kaitlin | Outta | Time, Deb (Last Login: 10/21/2010 at 10:50 AM) | Logout

E-Registration - 1st & 2nd Parent Information: Clark, Aimee M Progress: 1 **2** 3 4 5 6 7

Click on this image to indicate that the data on file at the school needs to be removed.

	On file with the school	Please make your updates or changes.
Primary Parent That Student Lives With (Contact 1)		
First Name	Susie	<input type="text"/>
Last Name	King	<input type="text"/>
Relation to student	Mother	<input type="text"/> ▼
Home Phone	333-333-3333	<input type="text"/> 555-555-5555
Work Phone	319-366-1234 x1255	<input type="text"/> 555-555-5555 x5555
Cell Phone	319-444-5566	<input type="text"/> 555-555-5555
Email	dbroghammer@gwaea.org	<input type="text"/>
Home Address	222 Jones Drive Marion, IA 52302	<input type="text"/> , <input type="text"/> <input type="text"/>
Employer	Wal Mart	<input type="text"/>
Second Parent Information (Contact 2) (Click to Remove All Data)		
First Name	James	<input type="text"/>
Last Name	Broghammer	<input type="text"/>
Relation to student	Father	<input type="text"/> ▼
Home Phone	319-393-9513	<input type="text"/> 555-555-5555
Work Phone	319-555-8787	<input type="text"/> 555-555-5555 x5555
Cell Phone	319-555-1212	<input type="text"/> 555-555-5555
Email	contact2@test.org	<input type="text"/>
Home Address	1081 W Pascagoula St Jackson, MS 39203	<input type="text"/> , <input type="text"/> <input type="text"/>
Employer	Disney	<input type="text"/>

6. Step 3 of the eRegistration process is used for other adult relationships in the household. For example, a stepparent who lives in the household. Emergency contacts are entered on the next screen.

Aimee Gist-of Gracie Jennifer Justin Kaitlin Outta Time, Deb (Last Login: 10/21/2010 at 10:50 AM) Logout

E-Registration - 3rd & 4th Parent Information: Clark, Aimee M Progress: 1 2 **3** 4 5 6 7

Click on this image to indicate that the data on file at the school needs to be removed.

	On file with the school	Please make your updates or changes.
Third Parent Information (Contact 3) (Click to Remove All Data)		
First Name	Becky	<input type="text"/>
Last Name	Smith	<input type="text"/>
Relation to student		<input type="text"/>
Home Phone	555-444-7890	<input type="text"/> 555-555-5555
Work Phone		<input type="text"/> 555-555-5555 x5555
Cell Phone		<input type="text"/> 555-555-5555
Email	contact3@test.org	<input type="text"/>
Home Address		<input type="text"/>
Employer		<input type="text"/>
Fourth Parent Information (Contact 4) (Click to Remove All Data)		
First Name	Sharon	<input type="text"/>
Last Name	Jones	<input type="text"/>
Relation to student		<input type="text"/>
Home Phone	515-444-7896	<input type="text"/> 555-555-5555
Work Phone		<input type="text"/> 555-555-5555 x5555
Cell Phone		<input type="text"/> 555-555-5555
Email	contact4@test.org	<input type="text"/>
Home Address		<input type="text"/>
Employer		<input type="text"/>

Please click the Save button to save your progress and continue to the next screen.

[Save](#)

7. Step 4 of the eRegistration process is where you enter emergency contacts. The school will try to contact this person if the parent/guardian(s) cannot be reached in an emergency.

E-Registration - Emergency Information: Clark, Aimee M Progress: 1 2 3 **4** 5 6 7

ⓧ Click on this image to indicate that the data on file at the school needs to be removed.

On file with the school		Please make your updates or changes.	
Emergency Contact 1 Information (Click to Remove All Data)			
First Name	Sally		<input type="text"/>
Last Name	Seahorse		<input type="text"/>
Relation to Student	Neighbor		<input type="text"/>
Home Phone	515-444-3322		<input type="text"/> 555-555-5555
Work Phone	319-888-9977		<input type="text"/> 555-555-5555 x5555
Cell Phone	319-456-8822		<input type="text"/> 555-555-5555
Emergency Contact 2 Information (Click to Remove All Data)			
First Name	Becky		<input type="text"/>
Last Name	Smith		<input type="text"/>
Relation to Student	Friend		<input type="text"/>
Home Phone	456-789-1234		<input type="text"/> 555-555-5555
Work Phone	333-222-4321		<input type="text"/> 555-555-5555 x5555
Cell Phone	563-541-9873		<input type="text"/> 555-555-5555
Emergency Contact 3 Information (Click to Remove All Data)			
First Name	Barney		<input type="text"/>
Last Name	Blacksmith		<input type="text"/>
Relation to Student	Neighbor		<input type="text"/>
Home Phone	319-555-7853		<input type="text"/> 555-555-5555
Work Phone			<input type="text"/> 555-555-5555 x5555
Cell Phone	319-555-6565		<input type="text"/> 555-555-5555

Please click the Save button to save your progress and continue to the next screen.

8. Step 5 is where you enter your Doctor, Dentist and Hospital Preference.

PowerSchool Time, Deb (Last Login: 10/21/2010 at 10:50 AM) Logout

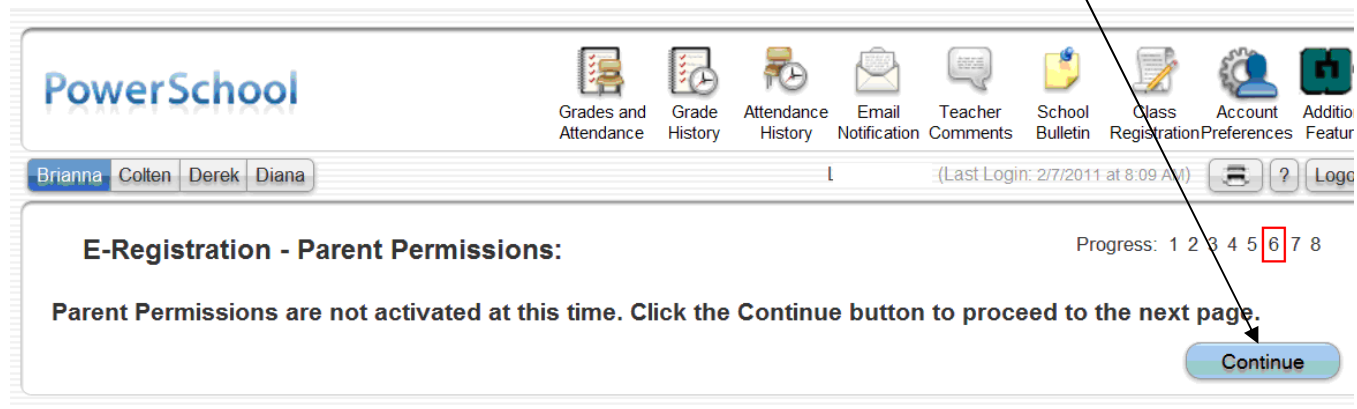
ⓧ Click on this image to indicate that the data on file at the school needs to be removed.

E-Registration - Medical & Other Information: Clark, Aimee M Progress: 1 2 3 4 **5** 6 7

On file with the school		Please make your updates or changes.	
Medical Providers			
Doctor Name	Dr. Jones		<input type="text"/>
Doctor Phone	319-722-5263		<input type="text"/> 555-555-5555
Dentist Name	Dr. Pullem		<input type="text"/>
Dentist Phone	555-123-4567		<input type="text"/> 555-555-5555
Hospital Preference	Mercy		<input type="text"/>
Other Information			
Where does your child go in the event of weather related early dismissals?	Shirley Kings house -- Grandmother		<input type="text"/> Click HERE to indicate Same Procedure as Regular Dismissal

Please click the Save button to save your progress and continue to the next screen.

9. The remaining steps will not be active for Student Record Verification process. Click Continue.



PowerSchool

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | Account Preferences | Additio Featur

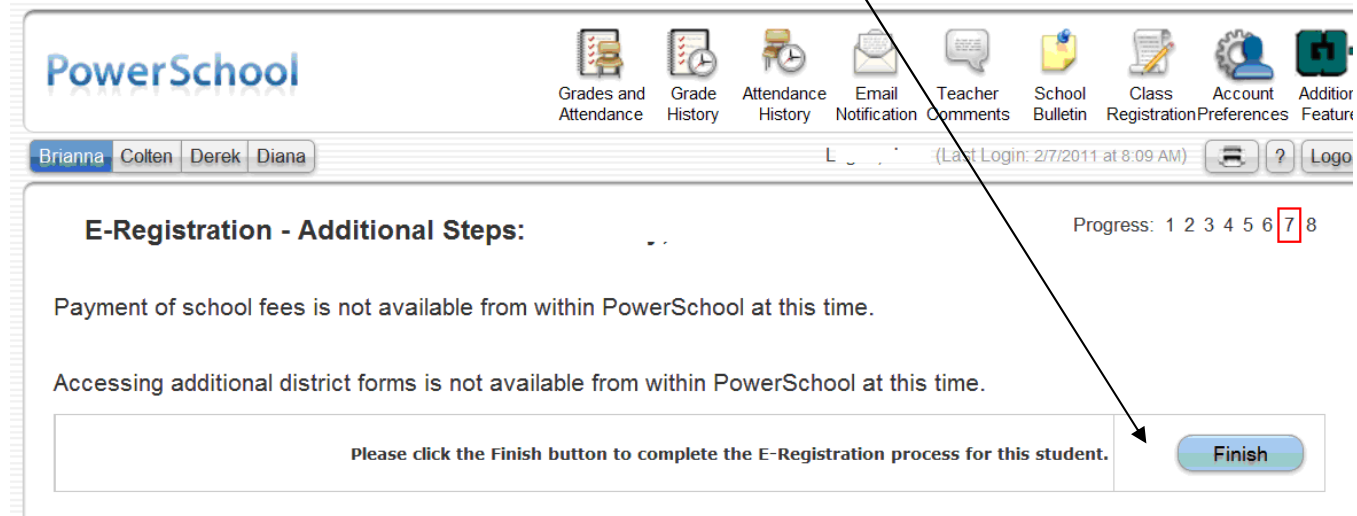
Brianna Colten Derek Diana (Last Login: 2/7/2011 at 8:09 AM) ? Logo

E-Registration - Parent Permissions: Progress: 1 2 3 4 5 **6** 7 8

Parent Permissions are not activated at this time. Click the Continue button to proceed to the next page.

Continue

10. You must click the Finish button to complete the verification.



PowerSchool

Grades and Attendance | Grade History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | Account Preferences | Additio Featur

Brianna Colten Derek Diana (Last Login: 2/7/2011 at 8:09 AM) ? Logo

E-Registration - Additional Steps: Progress: 1 2 3 4 5 6 **7** 8

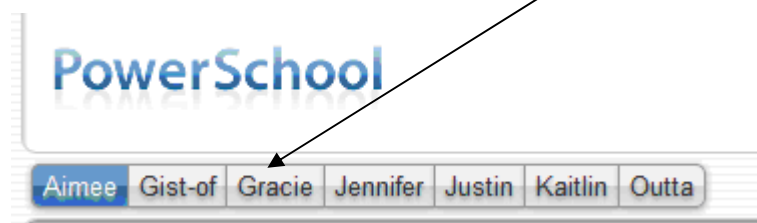
Payment of school fees is not available from within PowerSchool at this time.

Accessing additional district forms is not available from within PowerSchool at this time.

Please click the Finish button to complete the E-Registration process for this student.

Finish

If you have other students in the district, click on their tab and complete the process above.



PowerSchool

Aimee Gist-of **Gracie** Jennifer Justin Kaitlin Outta