PowerSchool E-Registration Parent Guide

Please go to the Parent PowerSchool log in page: https://ps-linnmar.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.
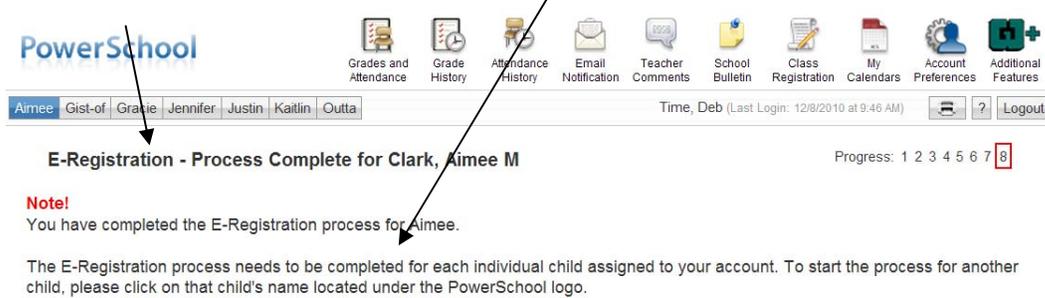Double click the E-Registration icon.

Double click on the E-Registration icon and you will be shown the data that is currently on file at the school for the selected student in the center column of the screen. **You only need to enter changes/updates for your student.**

You will be taken through 9 steps to collect updates for:
- 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)
    - Fees: School fees may be paid via …………
    - Other Forms: Access to district specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc.,
- 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.

E-Registration - Process Complete for Clark, Aimee M   Progress: 1 2 3 4 5 6 7 8

Note!
You have completed the E-Registration process for Aimee.

The E-Registration process needs to be completed for each individual child assigned to your account. To start the process for another child, please click on that child's name located under the PowerSchool logo.

All updates from parents go into a pending status.   School Secretaries review every change request and provide final approval for updating into the Powerschool files.   Thank you for participating in Electronic Registration!