

Holy Trinity Catholic School PowerSchool E-Registration Parent Guide

Parents,

Holy Trinity Catholic School has an online database for family and emergency contact information, health information and required school forms. **All families are required to update and complete their information by the first day of school.**

Please go to the Parent PowerSchool log in page: <https://ddm.powerschool.com/public/>
You may also link to the website through our school's homepage at www.htschool.org.
Be sure to click on **POWERSCHOOL**

**New families received access codes and id's to first create their account. Directions were included.

***Current families with a new student also received additional access codes/id's to add the new student(s) onto an existing PS account. Directions included.

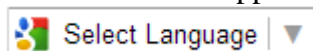
1. In the Login box enter your **User Name** and **Password**, click **Submit**.

The screenshot shows the PowerSchool login interface. It features a 'Login' section with input fields for 'User Name' and 'Password', and a 'Submit' button. A link labeled 'Having trouble logging in?' is circled in red. A handwritten note in a box to the right says 'Don't remember your log in name/password -click here' with an arrow pointing to the link. Below the login section is the 'Create an Account' section with a 'Create Account' button.

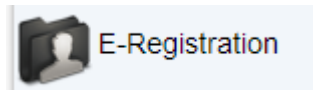
The PowerSchool Parent Portal screen will display. Each of students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name. **Complete E Registration for each child.



Parents have the opportunity to change the language E-Registration is presented by clicking on the



option in the upper right portion of the screen.

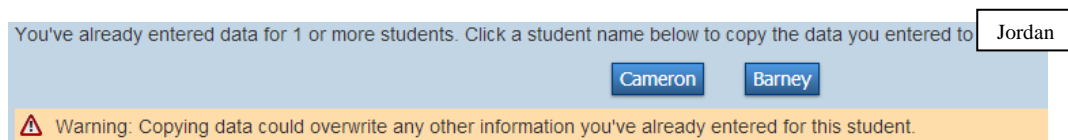


2. In the left menu, scroll down and click E-Registration:

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.**

3. Parents will be taken through nine steps/tabs to complete the following updates:
 - Student Demographics (screen 1)
 - Student – address, phone numbers, etc.
 - Home Language Survey (screen 2)
 - Language information required by the state to be gathered from every student.
 - Guardian (screen 3)
 - Parent – address, phones, employer, etc.
 - Emergency Contacts (screen 4)
 - Name, relationship, contact phones
 - Health (screen 5)
 - Medications and health concerns. Very important information for our school nurse. You may add additional medications and health concerns by clicking on the **ADD** button for each additional medicine or concern.
 - Permissions, (screen 6)
 - Parents grant or deny permission for their student school activities.
 - Forms (screen 7)
 - District specific forms.
Physical forms (K, 4, 7, new), Dental form (K and new), Medicine Authorization form, Athletic/sports physical form, Food Allergy form
Return completed forms to the school office before or when school begins.
 - Finish (screen 8)

***After completing one student, parents have the opportunity to copy address and phone data to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen:



This means while on the Demographics screen for Jordan (*example student*), click on the other students name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for the sibling. Additional updates may be made after the copy is completed. Please be sure to double check the copied information as it is a new feature in PowerSchool.



All steps (Demographics, Language, Guardians, Emergency, Health, Permissions, and Forms must be completed for each student before the first day of school. When the message, “E-Registration has been completed” (sample below) appears, you may select another student and begin.



The office staff and nurse review change request and provide final approval for updates into PowerSchool. Thank you for participating in Electronic Registration! We appreciate your support!