



PowerSchool Registration Instructions

Dear Parents and Guardians,

Beginning in July, registration for the coming school year can be completed in PowerSchool by following one of the two processes below.

1. PARENTS OF A NEW STUDENT: Please follow this link to create your PowerSchool username/password and enter your child's information into PowerSchool.

<https://archd.powerschool.com/public/formbuilder/form.htm/?formid=1300594>

*Once link information is completed wait for a return email with your Access ID and Password. After receiving your email, please complete the registration for your child by using one of the Options below.

2. PARENTS OF A RETURNING STUDENT: Please do NOT use the link. Instead, proceed directly to the options below.

OPTION 1

PowerSchool Public Portal

1. Follow <https://archd.powerschool.com/public> and log into PowerSchool by entering your username and password.
2. Click **Forms** in the left navigation column to complete this year's registration forms.

OPTION 2

PowerSchool App

1. Download the PowerSchool App on a mobile device and enter this code to connect to our PowerSchool: **TSQP**
2. Touch **More** in the lower-right corner.
3. Touch **Forms** to complete this year's registration forms.

Registration will need to be completed for all students separately, and some registration forms can be submitted for all students at once. After accessing PowerSchool from the Public Portal or from the App, accessing the "Forms" options will allow you to complete the registration process.

There will be up to four sections of forms to review, and it is important that all forms are completed in each section.

- **New Students Only** - This form provides instructions for completing the Home Language Survey (HLS), which only needs to be completed once.
- **School-Specific** - These forms are specific to your student's school and grade level.
- **Review & Update** - These forms have already been completed in past years but should be reviewed to ensure accurate information is on file with the school.
- **Required** - These forms must be completed each school year.

IMPORTANT FORM NOTES: • Contacts - It is critical to ensure contact information for parental and emergency contacts is accurate. Mailing lists and notifications are pulled from the information in the Student Contacts portion of this form.

We are excited for the registration season, and we look forward to answering any questions you have during the registration process. Please contact Aimee at aimee@shmonticello.org if you need direct assistance or if questions arise.

Sincerely,

Sacred Heart Catholic School