



PowerSchool Enrollment Parent Guide

1. Visit <https://ecollect.accelaschool.com/drveschools> to begin the enrollment process.
2. Enter the requested information. From the **School Preference** menu, select the appropriate school.

School Preference

Please select the school you wish to enroll your child in.

School Preference 1 *
Choose School

3. **Validate Identity and Press** ✓

PRESS ✓

Validate Identity

✓ I'm not a robot



4. Upon submission, you will receive an email from enrollment@accelaschool.com confirming your registration has been received.
5. The school will review your request. Upon approval, you will receive an email from [no-reply@drveschools.org](mailto:reply@drveschools.org) containing the information you will need to set up your PowerSchool Parent Portal account or add the new student to your current account.
6. In the email, click on the link to take you to the PowerSchool Parent Portal. You may also enter <https://drvcpowerschool.org> to reach the Parent Portal.
 - a. If you are a returning parent, **skip to Step 10.**

Continued on next page



PowerSchool Enrollment Parent Guide

7. Click the **Create Account** tab.

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

8. Click **Create Account**.

PowerSchool SIS

Student and Parent Sign In

Sign In | **Create Account**

Create an Account

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

Create Account

Continued on next page



PowerSchool Enrollment Parent Guide

9. Enter the details requested under **Parent Account Details**. Under the **Link Students to Account**, enter the

- Access ID
- Access Password
- Student Name

from the email you received from no-reply@drvcschools.org with the subject **Completing Your Child's Registration**.

*This information will be located under **Step 3** in the email.*

10. Log in to the **Parent Portal** entering the username and password you selected when you created your account.

<https://drvcpowerschool.org>

The screenshot shows the 'Student and Parent Sign In' page. At the top, there are two links: 'Sign In' and 'Create Account'. Below this is a 'Select Language' dropdown menu currently set to 'English'. There are two input fields: 'Username' and 'Password'. The 'Username' field contains the letter 'l'. Below the input fields is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.













Continued on next page.



PowerSchool Enrollment Parent Guide

11. If you need to **add new students to your account**, click **Account Preferences** at the bottom of the left **Navigation** menu. If you do not need to add new students, **skip to Step 15**.

Navigation

-  Grades and Attendance
-  Report Cards
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  Forms
-  School Bulletin
-  Class Registration
-  My Schedule
-  School Information
-  Account Preferences

Continued on next page.



PowerSchool Enrollment Parent Guide

12. Click the **Students** tab.

Account Preferences - Profile

Profile **Students**

13. You will see a list of students already associated with your account. To add another student, click **Add** on the right.

Account Preferences - Students

Profile | **Students**

Add

14. Complete the requested fields and click **OK**.

Add Student

Student Access Information

Student Name

Access ID

Access Password

Relationship

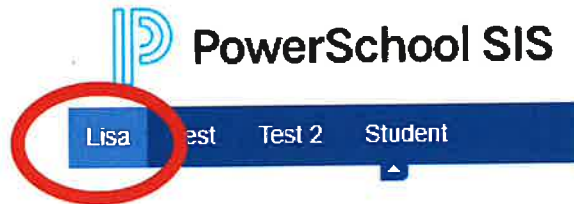
Cancel

OK



PowerSchool Enrollment Parent Guide

15. When you have finished added students, click on the **Name** of the student at the top whose **registration forms** you wish to complete. You will see the name highlighted in a lighter blue.



16. On the left **Navigation** menu, click **Forms**.





PowerSchool Enrollment Parent Guide

17. Click the **Enrollment** tab.

School Form Listing for Student, Test 2

General Forms

Class Forms

Enrollment

Student Support

Your preferences haven't been configured.

18. To **complete registration for new students**, complete all forms with **DORC** (see below). You will be able to save your progress throughout.

DORC

Status	Form Name	Form Description	Category
Empty	[DORC] A - Student Demographics		DORC
Empty	[DORC] B - Birth Verification		DORC
Empty	[DORC] C - Student Address		DORC
Empty	[DORC] D - Student Contacts		DORC
Empty	[DORC] E - Previous Enrollment and Records Release		DORC
Empty	[DORC] F - Home Language Survey		DORC
Empty	[DORC] G - Health Information		DORC
Empty	[DORC] H - Health Authorizations		DORC
Empty	[DORC] I - Student Services History		DORC
Empty	[DORC] Religious Background		DORC
Empty	[DORC] X - Permissions/Agreements		DORC
Empty	[DORC] Z - Acknowledgment of Completion		DORC

Continued on next page.



PowerSchool Enrollment Parent Guide

For **returning students**, please complete the forms under the **Returning** section.

Returning

Status	Form Name	Form Description	Category
Empty	R1 Student info Update		Returning
Empty	R2 Student Change of Address		Returning
Empty	R3 Student Contacts Update		Returning
Empty	R3-1 Guardian Information Update		Returning
Empty	R3-2 Emergency Contact & Communication Information Update		Returning
Empty	R4 Health Information Update		Returning
Empty	R5 - Permissions/Agreements		Returning
Empty	R6 - Acknowledgment of Completion		Returning

19. Completing Forms

- Click on the first form under **DORC** (for new students) or **Returning** (for returning students).
- Fill in the requested information. Scroll to the bottom and click **Submit**.

Note: some forms will allow you to save your progress and return at a later time.

- To navigate to the next form, click the **arrow next to Submit** and select the next form. (You may need to scroll.) (You can also click the next tab at the top of the page.)

Submit & Jump to...

Form Listing

- [DORC] A - Student Demographics
- [DORC] B - Birth Verification
- [DORC] C - Student Address
- [DORC] D - Student Contacts
- [DORC] E - Previous Enrollment and Records Release
- [DORC] F - Home Language Survey
- [DORC] G - Health Information
- [DORC] H - Health Authorizations

Submit
▲



PowerSchool Enrollment Parent Guide

- d. Some forms will ask you to submit documents. To do this, click **Add document**. Browse your computer to select the document you wish to upload.

Upload Supporting Documents

Document Attachment

Add Document

Upload Supporting Documents

Document Attachment

Add Document

Document Name

Document Attachment

Click the Browse button to select a file

Browse

Upload

[Privacy](#) • [Terms](#)

- e. Continue to click **Submit** as you complete each form.

Upon completion, the forms will be reviewed by your child's school. The school will contact you with any questions.

If you have any questions, please contact the school's main office during regular business hours.

Thank you!