



CATHOLIC SCHOOL

## PowerSchool Registration

### 2021-22 New Students

Parents will need to fill out the [Pre-Registration link](#) first. Once information is added into our PowerSchool database, parents will receive further directions to create a PowerSchool account to officially register.

### Returning/New Student Registration helpful items to have handy:

- Parents' work phone numbers
- Grandparent information including: addresses, emails, phone numbers
- Doctor Name, Phone
- Dentist Name, Phone
- Insurance Co. & Policy #
- Sacraments Completed
- Have at least two emergency contacts with phone numbers
- Updated Immunization Record
- Address of last school attended, if not Holy Spirit School

### Returning/New Student Registration Directions

Login to PowerSchool, <https://gbdioe.powerschool.com/public/> with your username and password.

- Note you must log in to the website and not the PowerSchool app on your smartphone.

Click on the "Forms" link in the navigation pane along the left side.

The screenshot shows the PowerSchool SIS interface. At the top, it says "PowerSchool SIS" and "Nicholas Zack". Below that is a "Navigation" pane on the left with various icons and links. A blue arrow points to the "Forms" link in this pane. The main content area is titled "Grades and Attendance: Zuleger, Zack" and shows a table with columns for "Exp", "Last Week", and "This Week". The table contains several rows of data, including "ATT(M-F)" and "P1(M-F)".



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## Returning/New Student Registration Directions continued...

Click on one of the forms to view and/or edit its contents. The status column will indicate if the form has been submitted or not.

| Status | Form Name               | Form Description | Category     | Last Entry   |
|--------|-------------------------|------------------|--------------|--------------|
| Empty  | A. Student Demographics |                  | Demographics | Invalid date |

Navigate to additional forms by either using the “Forms” link along the left side, or by clicking on form tabs above, that you are currently viewing.

There are four sections you will need to read/complete.

### **Section 1: Demographics**

- A. Student Demographics
- B. Student Address
- C. Student Contacts
- D. Faith Information
- E. Extended Care Registration
- F. Equity Indicators

### **Section 2: Health**

- G. Health Authorization
- H. Health Information

### **Section 3: Student Screening**

- Home Language Survey
- Student Services History

### **Section 4: Tuition/Permissions**

- I. Previous Enrollment and Records Release
- J. Permissions/Agreement
- K. School Policies/Tuition

Once you have completed the forms we will then approve or question them. If there are changes that need to be made, we will send you a notice. If you need to make a change to a form that you have already submitted, you can make changes and resubmit.

Any questions, please contact the school office.