



2023-2024 PowerSchool Registration Instructions

Dear Parents and Guardians,

Beginning **May 18, 2023** registration for the 2023-2024 school year can be completed in PowerSchool by following one of the two processes below.

Option 1 *PowerSchool Public Portal*

1. Follow <https://archd.powerschool.com/public> and log in to 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 each student separately. 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.

Powerschool is used to share important alerts, cancellations and information. In an emergency situation it would not be feasible to call each family separately. Please make sure to update how you would like to receive alerts from Powerschool.

If you are applying for an ESA, your child/ren will need to be registered on PowerSchool by May 30th. ESA's are for students that are eligible and REGISTERED at a nonpublic school.

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 2023-2024 registration season, and we look forward to answering any questions you have during the registration process. Please contact **hbullerman@st.teresa.pvt.k12.ia.us** as questions arise.

Sincerely,
Kristin Kriener, Principal