

Cedar Rapids Community Schools - E-Registration Parent Guide

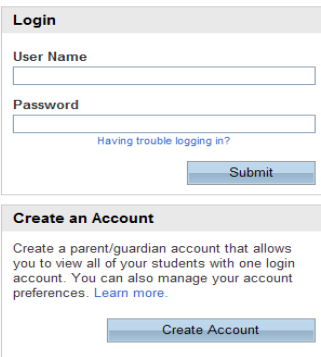
Parents,

In order to provide a more flexible and cost effective approach to student registration, the Cedar Rapids Community School District requests you use an online enrollment process. This will provide parents a quick and easy way to update addresses, phone numbers, emergency and medical information, etc. You will also be able to fill out permission forms and other optional forms traditionally filled out and mailed into your respective schools at the beginning of each year.

To begin, please go to the Parent PowerSchool login page: <https://pscr.gwaea.org/public/>

See the attached page for instructions if you **HAVE NOT** previously created your parent account. You will need to have this done before proceeding with the online registration process. **If you need assistance with this step, please contact your student's school.**

In the Login box enter your User Name and Password.




The screenshot shows a login form with two input fields: 'User Name' and 'Password'. Below the password field is a link that says 'Having trouble logging in?'. A 'Submit' button is located below the password field. Below the login form is a section titled 'Create an Account' with a paragraph of text explaining the account creation process and a 'Create Account' button.

Please use the 'Having trouble logging in?' assistance; if needed.

You will be taken to the PowerSchool Parent Portal screen. Each of your children's names will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen).



Along the left hand column are the screen options you have for each student.

- Click the E-Registration icon. 
- In the center column of the screen you will see the data that is **currently on file** at the school for the selected student.

The following screens give you the opportunity to make updates to your student's information. Only make entries if changes need to be made. You must move through all 8 screens for the corrections to be submitted.

1. **Student Demographics** (screen 1)
 - Student – address, phone numbers, etc.
2. **Home Language** (screen 2)
 - Language information survey
3. **Guardians** (screens 2)
 - Parent – address, phones, etc. ***This is NOT your emergency contact! There is space for custodial parents to be listed.***
4. **Emergency Contacts** (screen 3)
 - Name, relationship, contact phones – ***This is who should be contacted IF the persons listed as parents cannot be reached first in case of an emergency***
 - Doctor names, phones, hospital preference

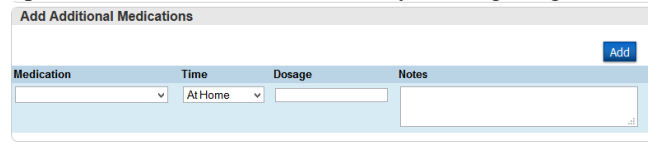
5. **Health** (screen 4)

- Medications and health concerns – Update your student’s health information by:
 - Reviewing and/or updating Health Concerns Information. **This information is what is currently in your child’s school health record.** Check the box “Remove?” if the information is no longer current. To add a health concern, see below.
 - Update current Medication Information; indicate whether student will need to take medication at school. To add a medication, see below.
 - Review and update Health Care Information.

** To add a health concern, simply click Add an additional lines will pop open.



** To add a medication, simply answer the question below with Yes and an additional window will pop open. Add additional medications by clicking the green + sign.



Health Care Information – these questions are optional

6. **Permissions** (screen 5)

- Parents grant or deny permission for their students’ school activities.

7. **Forms** (screen 6)

- Other Forms: Access to district/school specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc. **These forms can be viewed and/or printed and returned to school if necessary.**

8. **Fees** (screen 7)

- Fees: This page has links for School CashOnline to pay school fees and SendMoneyToSchool to put money in your child’s lunch account. This step is **optional**.

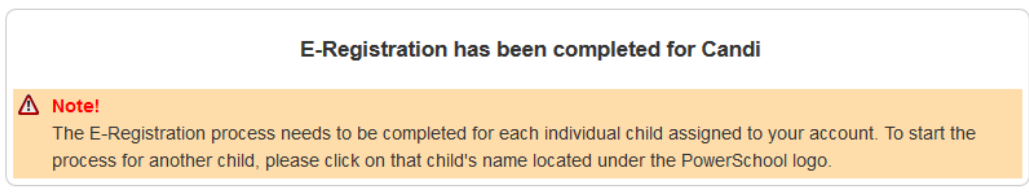
9. **Finish** (screen 8)

You must go through all steps for each student.

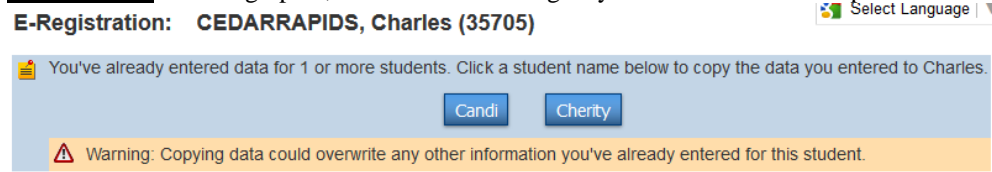
Once you receive the message, “E-Registration has been completed for ” (sample below), you may change students and begin again.



Please note:
This is the students ID number.



New Feature – Demographic, Guardian and Emergency information can be copied from one student to another.



All updates from parents go into a pending status. Building Secretaries must review each change request and provide final approval before any update is made to data in the PowerSchool files.

Thank you for participating in Electronic Registration! We appreciate your support in our efforts to have more accurate data on file and reduce paper usage!