Returning Student Registration Form

1. Parents will receive the following email regarding their child's returning registration

---------- Forwarded message ---------
From: **PowerSchool Registration Support** <noreplyregistration@powerschool.com>
Date: Mon., Jan. 31, 2022, 9:10 a.m.
Subject: St. Thomas Aquinas Roman Catholic Separate School Division Returning Student Registration for ███████

2. The body of the email will look like this

To the parent(s) of: ███████,

Online enrollment for the upcoming school year is now available! This process replaces the paper forms sent home at the beginning of each school year. You will use the PowerSchool Parent Portal to access the Registration.

How do I get started?
Visit starcatholic.powerschool.com/public and select the PowerSchool Parent Portal icon. From the Parent Portal:

1. Select the student you wish to register along the top
2. Select the Student Registration Icon on the left side for 2022 - 2023.
3. Agree to the terms and conditions
4. Select Begin Forms

I can't remember my login for the PowerSchool Parent Portal.
If you aren't able to retrieve your login credentials using the "Having trouble signing in?" link on the Sign In page, please contact your school directly for assistance logging in to the Parent Portal.

Do I have to answer all the questions?
No, but some questions are marked "Required" and must be answered before you can submit your form.

What if I make a mistake?
If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "Previous" and "Next" buttons or if you are on the Review page select the underlined field. If you have already submitted the form you will need to contact your student's school so they can make the changes for you.

I've completed the form, now what?
Once you have finished entering your information select "Submit." This will send all of the information you've entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

**What if I have more than one student in the district? Do I need to do this for each child?**
Yes you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to "snap" (or share) selected family information, which saves you time.

Help! I'm having technical difficulties.
For technical support, visit our PowerSchool Community help center or click "Help" from any form page.

3. Parents can follow the link to the Parent Portal Sign-in Page & sign in to their account

4. Once in their portal - on the left hand navigation pane they will select Registration XXXX-XXXX (year will change depending on form year)

Registration 2022-2023
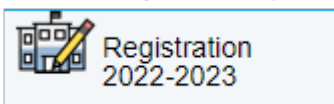
5. The PS enrollment Page will open as a new tab

6. Parents will be asked to verify their child's birthday by MM/DD/YYYY format

7. Once verification is completed the Returning Student Registration form will open up

Returning Student Registration 2022-2023

Introduction

Introduction

Online Returning Student Registration
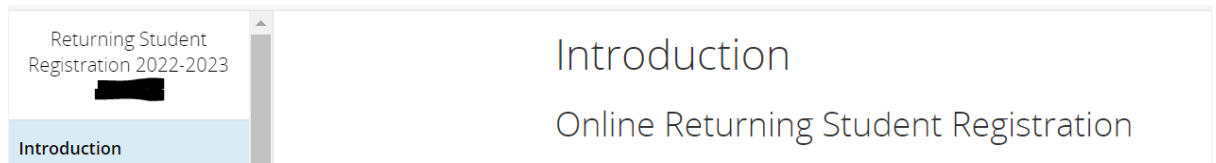
8. Parents will go through each section and confirm and/or edit the necessary information for their child for the up-coming school year.