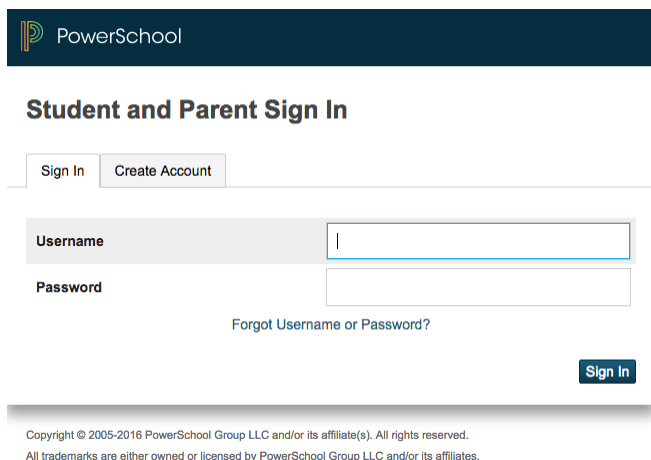


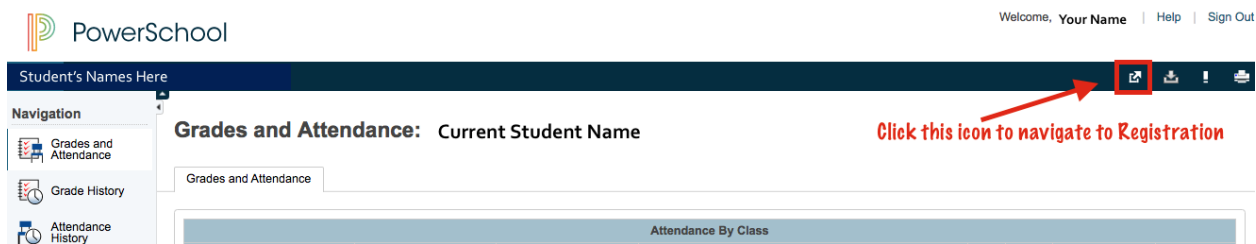
## Registration Instructions for Parents

1. Log-in to [PowerSchool](#) using the PowerSchool ID and password you have previously set-up.



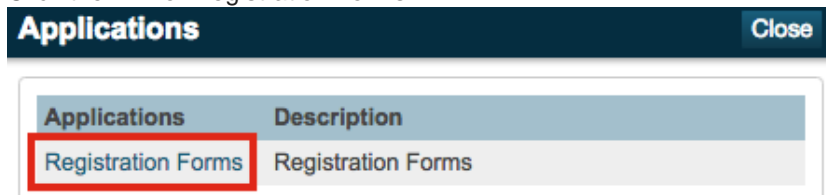
The screenshot shows the PowerSchool login page. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

2. Click Applications Icon. It is the square with the arrow pointing to the upper right corner. It is located in the upper right side of the screen.



The screenshot shows the PowerSchool dashboard. At the top left is the PowerSchool logo. At the top right is the text "Welcome, Your Name | Help | Sign Out". Below the logo is a navigation menu with "Grades and Attendance", "Grade History", and "Attendance History". The main content area is titled "Grades and Attendance: Current Student Name". In the top right corner of the dashboard, there is a square icon with an arrow pointing to the upper right corner, which is highlighted with a red box. A red arrow points to this icon with the text "Click this icon to navigate to Registration".

3. Click the link for Registration Forms



The screenshot shows a window titled "Applications" with a "Close" button. Below the title bar is a table with two columns: "Applications" and "Description". The first row of the table is "Registration Forms" and "Registration Forms". The "Registration Forms" link in the first row is highlighted with a red box.

Applications	Description
Registration Forms	Registration Forms

4. Click the Returning Student Icon on the left.
5. Note that the **Household List** displays the student(s) whom are returning to Northern Cass Schools from the 2017-2018 school year.
6. Click the Go To Registration button to proceed.
7. Complete all forms and click on the Submit Button.

Congratulations! You have completed the Online Registration process for Northern Cass Schools.

IF YOU HAVE A NEW STUDENT IN ADDITION TO A RETURNING STUDENT; PLEASE CONTINUE READING.

8. Click on the Return to Portal button at the top of the page

9. Click the New Student icon on the left.
10. Please add ALL NEW STUDENTS to the **Household List**.
11. Click on the Go To Enrollment button to proceed
12. Complete all forms and click on the Submit button.
13. Please NOTE: New student forms CANNOT be pre-populated with data from PowerSchool. This is because your student does not exist in our PowerSchool system at this time. Once your forms are submitted and approved, your NEW student will be joined to your RETURNING student **Household List** for the next school year.

Congratulations! You have completed the Online Enrollment process for students NEW to Northern Cass Schools.