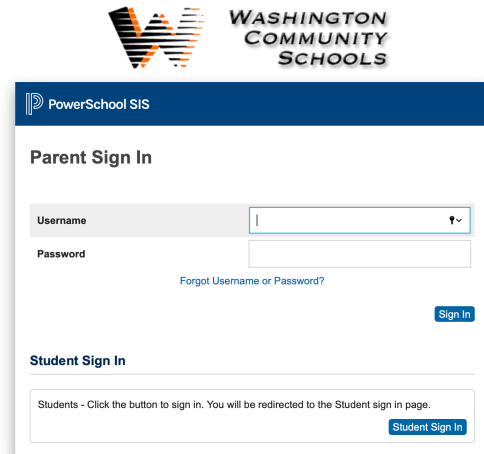# Washington Community Schools PowerSchool Registration Parent Guide
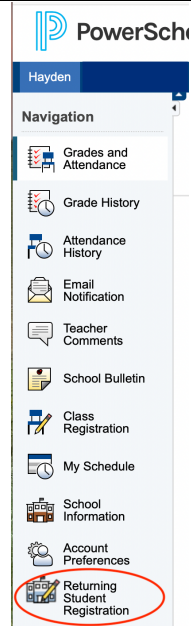
Please go to the Parent PowerSchool log in page: http://washington.powerschool.com or click the link under the Parents menu of our District website http://www.washington.k12.ia.us

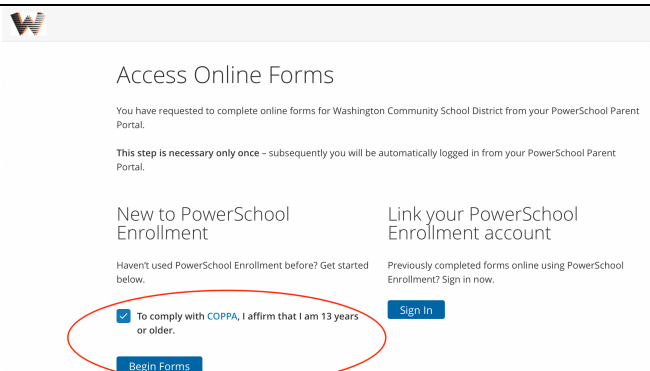|	
Enter your email address in the username box, and your password in the password box. If you are unsure of your password, use the Forgot Username or Password link to reset your password via email. If this is unsuccessful we may not have your current email address on file. Please contact a school secretary and they can assist you.	
You will be taken to the Powerschool Parent Portal. **Choose your student's name** from the menu in the blue bar at the top. Select the **Returning Student Registration** link under the navigation menu on the left.	
If the Access Online Forms screens comes up, **check the box** that says "To comply with COPPA, I affirm that I am 13 years or older" and click **BEGIN FORMS**	

Enter the birth date for the child you are registering to verify your identity.	Date of Birth Authentication In order to better protect your privacy, we ask that you provide some additional information. Date of Birth for Hayden *The date of birth must be in MM/DD/YYYY format.* [ ] Continue

Follow the on-screen directions to go through the registration process for each student. You will need to repeat these steps for each student by selecting the next students name (as was done in the second step). The system will give you the option to copy some of the information from a previously registered student.	
	
	Returning Student Registration 2021-2022 (Hayden)
	
	Introduction
	Form
	    Student
	    Contacts
	    Priority
	    Medical
	    Agreements
	    Signature
	Summary
	
	## Introduction
	Online Returning Student Registr
	
	Welcome to Washington Community School District's Returnin
	
	1. **Select "Next" on this page, and enter the information re**
	Note: Required fields are marked as "Required", and Wash
	as it is entered. Please be careful of spelling, capitalizatior
	2. **On the "Review & Submit" page, check your data before**
	3. **Select "Submit"!**
	On the submission confirmation page you will have the op
	your records. Note: Once the form is electronically submi
	
	## Returning Student Registration fc
	
	A Returning Student Registration form must be submitted for e
	submitted one Returning Student Registration, you will have th
	Confirmation" page.
	
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	Previous Next

All updates from parents go into a pending status. School Secretaries review every change request and provide final approval for update into the Powerschool files.

Thank you for participating in Electronic Registration!   We appreciate your support!

If you choose to pay online, find additional steps for setting up a SchoolPay account below:

1) Go to www.schoolpay.com click Create an Account.
2) Enter your name and contact information and click continue.
3) Search for your students by entering the school district, school, and student names.
4) Click add student and then continue. An email will be sent with a link to set your password.
5) Enter the password contained in the email and then set your new password.
6) You should now be taken to the main payments screen. You can add more students by going under the menu at the top right with your name and choosing Profile Mgmt and then Student Management. Click the Add New Student button in the top right.
7) Use the School Payments or Food Services link on the left to select the items you want to purchase. **NOTE* Food Service payments are listed for each student, but funds will be deposited into the family account to be shared by all students.**
8) When you check out you will be asked to add payment information.

More information about SchoolPay can be found on our website www.washington.k12.ia.us under the Registration & Forms link.   **Updated 07/20/2022**