

DC West Community Schools, Fall 2021
Electronic Registration Instructions
For ALL Students

Families of DC West,

All of our back to school forms and registration are electronic again this year. We have created this sheet to assist you in this process. Follow the directions step by step to complete forms and register all of your new or returning students. If you need a computer to complete this process, please call or come to the school during the week of Open Registration, August 9-13, 8:00-3:45pm. The building principals and secretaries will be available to assist you.

New Students

Go to the [DC West Website \(www.dccwest.org\)](http://www.dccwest.org) and click on New Student Enrollment. You will be guided through the enrollment process electronically on Enrollment Express.

You will receive a confirmation of your enrollment pre-registration via email. The email will state that you will receive more information when it is processed.

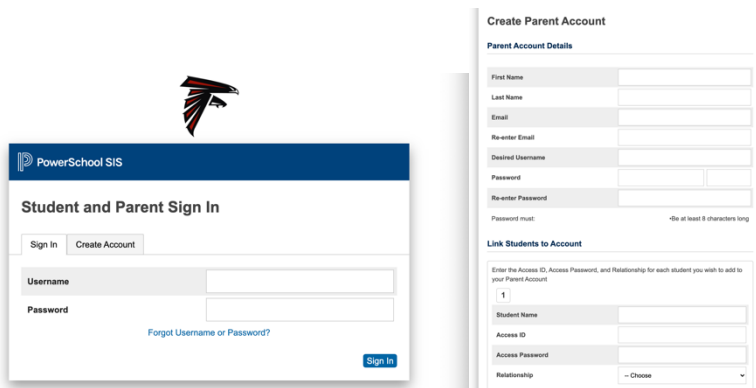
You will then get an email from PowerSchool titled "Enrollment Process". (This may take a little time) You will then follow the directions below for returning students and create a new Parent account.

Returning Students

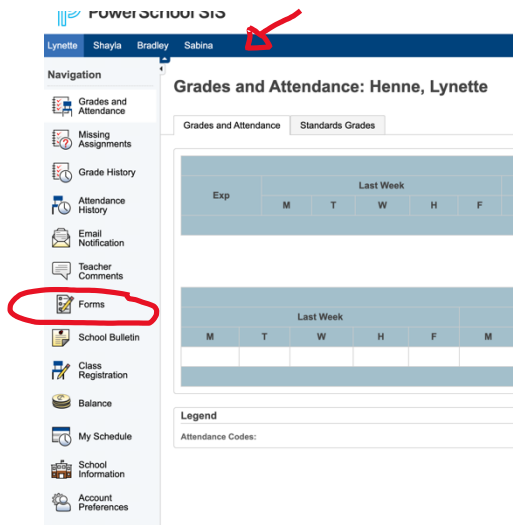
Go to the [DC West Website \(www.dccwest.org\)](http://www.dccwest.org) and click on PowerSchool



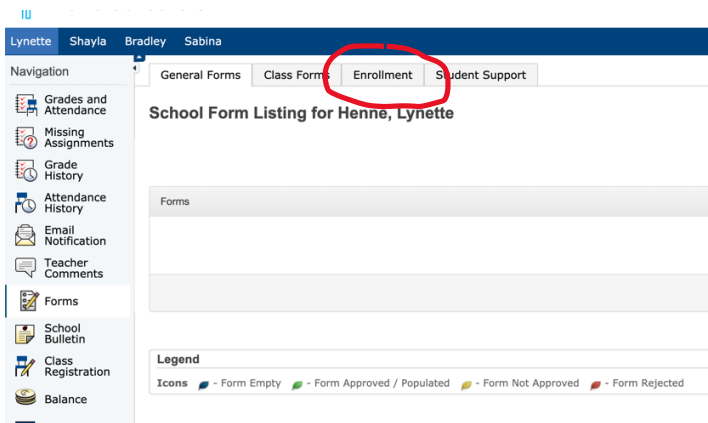
This takes you to the PowerSchool Sign In page. Please sign in using your Username and Password from last year. If you have forgotten your Username or Password, click on the link at the bottom of the PowerSchool Sign In page.



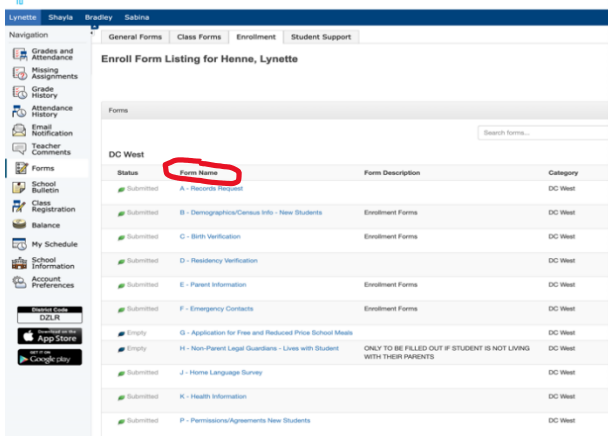
After you log in to PowerSchool as a Parent, you will see your student(s) name in the top right corner and a list of items under the navigation. One student will be selected. **Click on Forms.**



Then click on Enrollment.



Then fill out each form listed under "Form Name". You will see the status of your submission under the status column.



Repeat this process for all students in the top left corner.

You did it! Thank you for using our new electronic registration and enrollment system!