

DC West Community Schools

Electronic Registration Instructions For ALL Students

Families of DC West,

All of our back to school forms and registration are electronic 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 come to the school during the week of Open Registration, August 3-7. 8:00-11:30am or 1:00-3:45pm. We have computers set up that you may use to register your student.

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

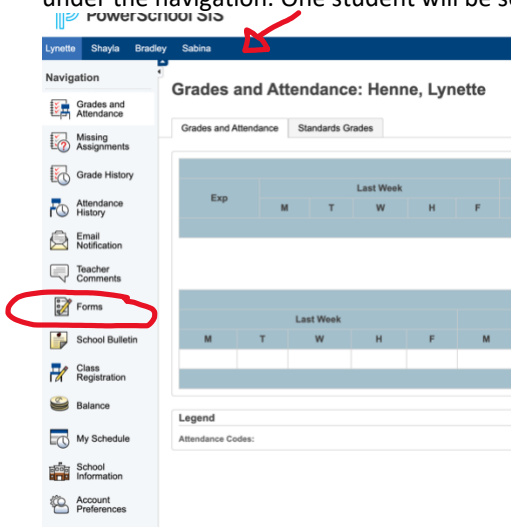
Go to the [DC West Website \(www.dccwest.org\)](http://www.dccwest.org) and click on PowerSchool



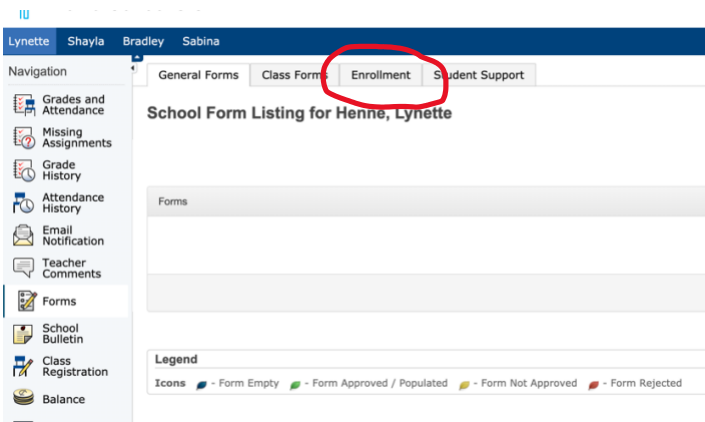
This takes you to the PowerSchool Sign In. If you have a **Parent** account, Sign In. If you do not have a **Parent** account, click "Create Account". If you are creating an account for the first time, you will need your student's Access ID and Password listed on the personalized letter enclosed in this packet or in your confirmation email if you are a new student. Once you create an account, you will receive an email from PowerSchool titled "PowerSchool Account Email Verification". Verify your account within 24 hours, log in, and proceed.

Two screenshots of the PowerSchool SIS interface. The left screenshot shows the "Student and Parent Sign In" page with fields for Username and Password, and buttons for "Sign In" and "Create Account". The right screenshot shows the "Create Parent Account" page with fields for Parent Account Details (First Name, Last Name, Email, Re-enter Email, Desired Username, Password, Re-enter Password) and a section to "Link Students to Account" with a table for entering student information.

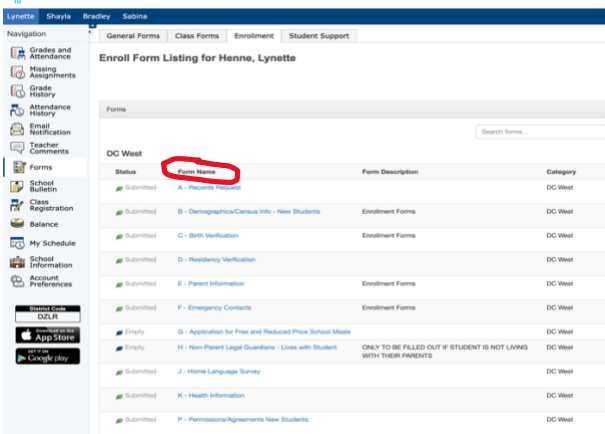
After you log in to PowerSchool as a Parent, you will see your student(s) name in the top right corner and a list of items under the navigation. One student will be selected. **Click on Forms.**



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!