

# DC West Community Schools Electronic Registration Instructions

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. The building principals and secretaries will be available to assist you.

## New Students

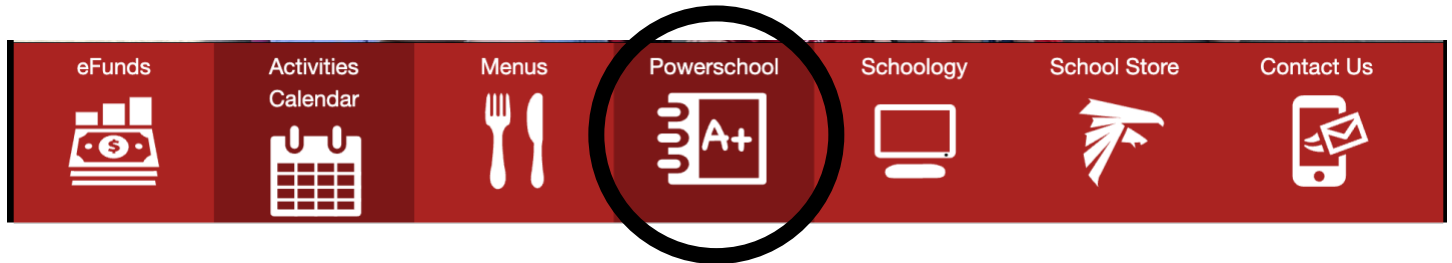
Go to the DC West Website ([www.dctest.org](http://www.dctest.org)) and click on New Student Enrollment. Please fill in all information and click submit. You will receive a confirmation email that your registration has been submitted and is being reviewed by school staff, please be patient as email will not come immediately. Once your student's registration is processed you will receive additional information to complete the registration process.

Once your student's registration has been approved by school staff you will receive an additional email that will guide you through the enrollment process which includes:

1. Setting up a PowerSchool Account (explained in email)
2. Completing Enrollment Forms (see instructions on page #2) – *There may be a delay in enrollment if forms aren't filled out in a timely manner.*
3. Providing Documentation to your school office (explained in email)

## Returning Students

1. Go to the DC West Website ([www.dctest.org](http://www.dctest.org)) and click on Powerschool



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

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Sign In' button is circled in black. Below these buttons are two input fields for 'Username' and 'Password'. At the bottom of the page, there is a blue link that says 'Forgot Username or Password?' which is also circled in black. A 'Sign In' button is located at the bottom right of the page.

After you log in to PowerSchool, AS A PARENT, you will see your students name(s) name in the top right corner and a list of items under the navigation. Select one student and **CLICK ON FORMS**.

The screenshot shows the PowerSchool SIS interface. At the top right, the user's name 'Colton Kenzie' is displayed. The navigation menu on the left includes 'Grades and Attendance', 'Class Assignments', 'Missing Assignments', 'Grade History', 'Graduation Progress', 'Historical Grades', 'Report Card', 'Attendance History', 'Email Notification', 'Teacher Comments', and 'Forms'. A callout box labeled 'Select a student' points to the user's name. Another callout box labeled 'Click on forms' points to the 'Forms' option in the navigation menu.

Click on enrollment

You will need to click on each form and complete all information.

The screenshot shows the 'Enrollment' page with a list of forms. A callout box labeled 'Click on enrollment' points to the 'Enrollment' tab. Another callout box labeled 'See the status of your submission under the status column' points to the status column of the forms list.

Form Name	Status
A - Records Request - NEW STUDENTS ONLY	Not Started
A1 - Birth Verification - NEW STUDENTS ONLY	Not Started
B - Demographics/Census Info	Approved
D - Residency Verification - NEW STUDENTS ONLY	Not Started
E - Parent Information	Submitted
F - Emergency Contacts	Submitted
J - Home Language Survey NEW STUDENTS	Submitted
K - Health Information	Submitted
L - Special Education	Not Started
P - Permissions/Agreements HS	Not Started
R - Application for Free and Reduced Price School Meals - 2022-23	Not Started
S - Non-Parent Legal Guardians - Lives with Student	Not Started

**Repeat this process for all students in the top left corner.  
Thank you for completing your student BACK TO SCHOOL registration forms!  
!!YOU DID IT!!**