

# Davis County CSD PowerSchool Registration Parent Guide for Returning Students 2020-2021

Welcome to the 2020-2021 school year at Davis County Community School District!

Registration for this school year opens on August 1, 2020. We strongly encourage you to complete as much of the registration process electronically as possible. We hope this will reduce both the number of people who need to register in-person and/or the duration of your visit on Registration day.

Please complete registration for your child(ren) by August 10.

For those who need additional assistance, **Registration Day is Monday, August 3, 2020 from 11:00am - 7:00pm in the High School Library.** We will have a limited number of computers available and would be happy to assist you in completing the registration process electronically.

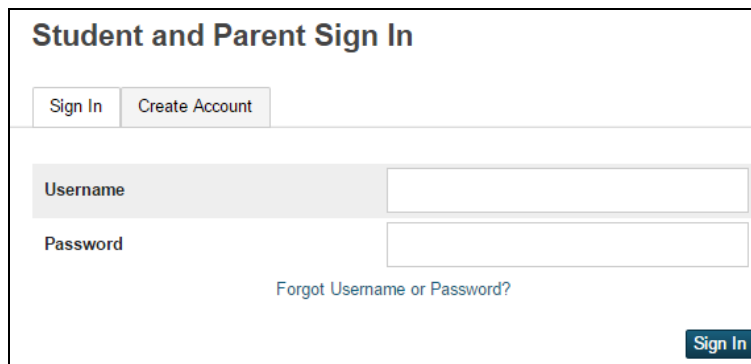
Any registration and meal fees paid August 1 - 26, 2020 using the online RevTrak portal ***will not*** incur a service charge.

Please note that these instructions are for *returning* students who are already in our system. For new students, please use our NEW Student Registration Guide for a slightly different process.

## REGISTRATION

Please go to the PowerSchool Parent Portal at <https://dcmustangs.powerschool.com>

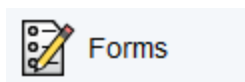
In the Sign In box enter your **Username** and **Password**, click **Sign In**.

The image shows a web form titled "Student and Parent Sign In". At the top, 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 of the form.

The PowerSchool Parent Portal screen will display. Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking on the student's name.



In the left menu, scroll down and click Forms:



The Enrollment Express Registration process begins with the Student Demographics form. The data that is currently on file appears in the boxes. **Please enter any updates/changes .**

Parents will be taken through **ten** forms to complete the following updates:

- Student Demographics
  - Student demographic information
- Student Address
  - Student address information
- Student Contacts
  - Student parent contact and emergency contact information and priority
- Health Authorizations
  - Authorization for treatment and medications
- Health Information
  - Provider, insurance, and medical information
- Home Language Survey
  - Language information required by the state for every student.
- Transportation Request Form
  - Request bus transportation to/from school for your child. [Pending approval]
- Permissions
  - Grant permissions for your child.
- Documents, Fees, and Announcements
  - Additional documentation to be submitted for the school nurse/activities
  - Fees: School fees and lunch accounts may be paid here electronically. There will be no service fee applied August 1 - 26, 2020.
  - Fees may also be paid in person on Registration Day (Monday, August 3) or in the building offices beginning August 4.
  - Announcements for specific grade levels will be posted here.
- Acknowledgement of Completion

Throughout registration you may have an opportunity to copy updated information to other students.

All forms **must** be completed for **each** student.

Secretaries review every change request and provide final approval for updates into PowerSchool.

Thank you for completing Enrollment Express Registration! We appreciate your support!