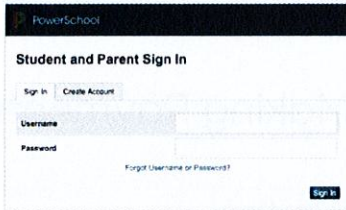


PowerSchool e-Registration

School registration will once again be done through the parent portal in Powerschool. Please visit our district's Powerschool website to log in:



<https://charlescitieschools.powerschool.com>

If you have forgotten the username or password you created for your account, there is a link you can click on to assist you.

If you are new to the district and have never logged into the parent portal, you will need to set up a new parent account. Please contact 641-257-6510 for further help with this process.

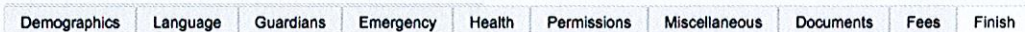
Once logged into the Parent Portal, you should see your students listed across the top of the page. **You will need to complete the e-Registration process for each one of your students attending Charles City School District.**



E-Registration

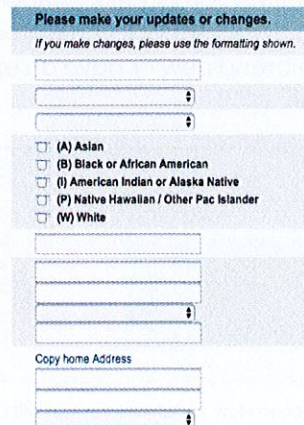
To get started, scroll down and look for the e-Registration icon along the left side of the screen.

e-Registration will have several tabs listed along the top.



You need to read through all information the school has on record (the left pane) regarding your student and verify accuracy. If you have any changes or updates to make to your records, you must enter the change in the fields provided (right pane) of each section. Whether you make changes or not, you must Save or Continue at the bottom of each tab until you get the green completed checkmark for your student at the end.

The Permissions tab must have all questions answered each year and a guardians' name typed in the lower part of the screen as an official signature.



Registration fees for your family will be completed in SchoolPay after the entire e-Registration process is complete for your students. See reverse side of page for further instructions on how to access SchoolPay.