

PowerSchool is the Dubuque Community School District's official student information system and is designed to give you online access to resources from the school district.

The eREGISTRATION function serves two purposes:

1. Register your new and returning student(s) for school each year.
2. Update information for your student(s) during the school year.

To use eREGISTRATION, you must have a PowerSchool account and internet access.

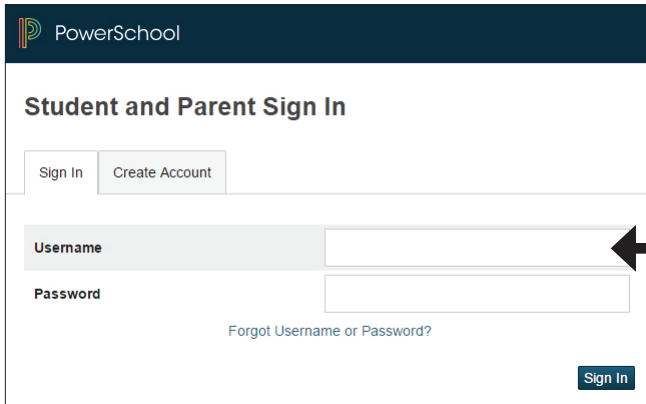
**The following instructions will take you through the steps of registering your student.**

### QUICK and CONVENIENT

You can register your student(s) any time, day or night, from any computer with an internet connection.

## GET STARTED

- ① Open your web browser and go to **www.dbqschools.org/registration**.
- ② Click on the REGISTER NOW! link to open the PowerSchool parent portal.



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "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.

## LOG IN

- ③ Sign in using your PowerSchool username and password.

*NOTE: If you don't have an account, you can easily create one by selecting "Create Account." To do so, you will need the Access ID and Password of each student for whom you'd like to register. Contact your student's school if you do not have this information.*

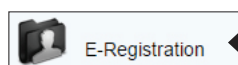
## SELECT YOUR STUDENT

- ④ Once you're logged into PowerSchool, each of the students attached to your account will display in the dark blue bar at the top of the screen. Choose the student you want to register by clicking the student's name.



The screenshot shows the top of the PowerSchool dashboard. It includes the PowerSchool logo, a welcome message "Welcome, Parent Name", and links for "Help" and "Sign Out". Below this is a dark blue navigation bar with the word "Student" repeated three times, indicating a list of students. There are also icons for a printer, a notification (red circle with 1), and a user profile.

## OPEN eREGISTRATION



- ⑤ With a student selected, click on the eREGISTRATION link on the left side of the screen.

# VERIFY STUDENT DEMOGRAPHICS

- 6 In the middle column, review the information already on file with the school. This information pertains to the student whom you are registering.

**E-Registration: Student Name (ID Number)**

Demographics | Language | Guardians | Emergency | Health | Permissions | Documents | Fees | Finish

**Student Demographics**

	On file with the school	Please make your updates or changes.
Name (last, first MI)	Student Name	<i>If you make changes, please use the formatting shown.</i>
Date of Birth	MM/DD/YYYY	
Gender	M or F	
Is the student Hispanic or Latino?	Yes or No	<input type="text"/>
What is the student's race? ( Check all that apply )	( ) Race	<input type="checkbox"/> (A) Asian <input type="checkbox"/> (B) Black or African American <input type="checkbox"/> (I) American Indian or Alaska Native <input type="checkbox"/> (P) Native Hawaiian / Other Pac Islander <input type="checkbox"/> (W) White
Student Primary Phone	555-555-5555	<input type="text"/>
Student Home Address	Street Address City State Zip	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student Mailing Address	Street Address City State Zip	<a href="#">Copy home Address</a> <input type="text"/> <input type="text"/> <input type="text"/>
In which school district does your child reside?	School District	trict
Student Cell Phone	555-555-5555	<input type="text"/>
In which county does your child reside?	( ) County	

Please click the Save button to save your progress and continue to the next screen. **Save**

NOTE: If you make a change to the home address, you may click the **copy home address** link to update the student mailing address with the same information.

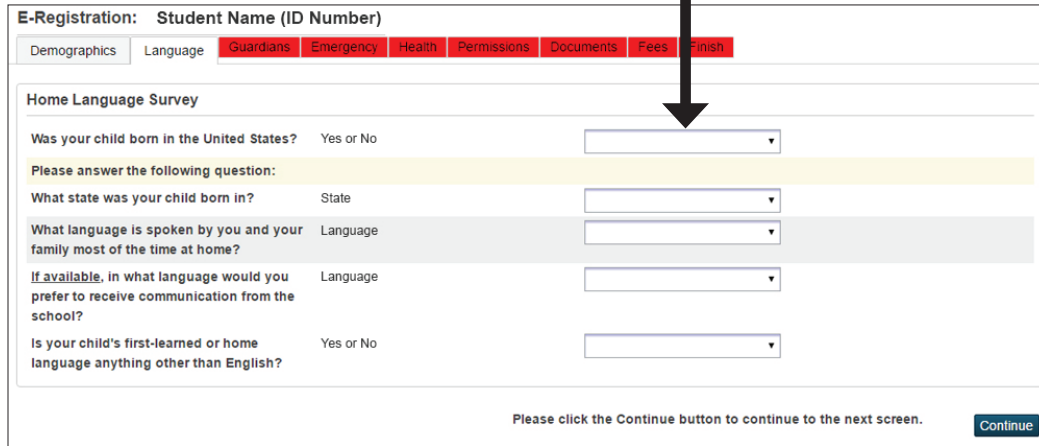
- 7 Make any updates or changes to the information in the right column.

- 8 Once all information is verified and/or updated, click the SAVE button.

» You must click the **Save** button to move to the next screen.

# VERIFY HOME LANGUAGE

- 9 Make any updates or changes to the information in the right column.



**E-Registration: Student Name (ID Number)**

Demographics Language **Guardians** Emergency Health Permissions Documents Fees **Finish**

**Home Language Survey**

Was your child born in the United States? Yes or No

Please answer the following question:

What state was your child born in? State

What language is spoken by you and your family most of the time at home? Language

If available, in what language would you prefer to receive communication from the school? Language

Is your child's first-learned or home language anything other than English? Yes or No

Please click the Continue button to continue to the next screen. [Continue](#)

- 10 Once all information is verified and/or updated, click the CONTINUE button.

» You must click the [Continue](#) button to move to the next screen.

# VERIFY GUARDIAN INFORMATION

II

Make any updates or changes to the information in the right column.

*NOTE: If you made changes to information on TAB 1, you may have to re-enter the same information on this screen if applicable to the legal guardians.*

**E-Registration: Student Name (ID Number)**

Demographics Language Guardians **Emergency** Health Permissions Documents Fees Finish

**Parent/Guardian Information**

Email	
Primary Parent/Guardian Email Address(es)	Email Address <input type="text"/>
<small>** Separate multiple email addresses with a comma.</small>	
Primary Parent with whom the Student Lives (Parent Contact 1)	
First Name	First Name <input type="text"/>
Last Name	Last Name <input type="text"/>
Relation to student	Relationship <input type="text"/>
Primary Phone	555-555-5555 <input type="text"/>
Work Phone	555-555-5555 x55555 <input type="text"/>
Cell Phone	555-555-5555 <input type="text"/>
Email	Email Address <input type="text"/>
Home Address	Street Address <input type="text"/>
	City <input type="text"/>
	State <input type="text"/>
	Zip <input type="text"/>
Employer	Employer <input type="text"/>
Student Lives With	Yes or No <input type="text"/>
2nd Parent Information (Parent Contact 2) (Click to Remove All Data)	
First Name	First Name <input type="text"/>
Last Name	Last Name <input type="text"/>
Relation to student	Relationship <input type="text"/>
Primary Phone	555-555-5555 <input type="text"/>
Work Phone	555-555-5555 x55555 <input type="text"/>
Cell Phone	555-555-5555 <input type="text"/>
Email	Email Address <input type="text"/>
Home Address	Street Address <input type="text"/>
	City <input type="text"/>
	State <input type="text"/>
	Zip <input type="text"/>
Employer	Employer <input type="text"/>
If the student DOES NOT live with this parent, does the parent wish to receive school mailings?	Yes or No <input type="text"/>

NOTE: Emails listed in this field will be used for the district's messaging and alert system.

You may enter multiple addresses, but they must be separated by a comma to be valid.

CONTINUED ON NEXT PAGE »



# VERIFY EMERGENCY CONTACTS, MEDICAL AND OTHER INFORMATION

- 15 Make any updates or changes to the information in the right column.  
*NOTE: These contacts will be used if the parent/guardian(s) cannot be reached in an emergency.*

**E-Registration: Student Name (ID Number)**

Demographics Language Guardians Emergency **Health** Permissions Documents Fees Finish

**Emergency Info**

**First Emergency Contact** (Click to Remove All Data)

First Name	First Name	<input type="text"/>
Last Name	Last Name	<input type="text"/>
Relation to Student	Relationship	<input type="text"/>
Primary Phone	555-555-5555	<input type="text"/>
Work Phone	555-555-5555 x55555	<input type="text"/>
Cell Phone	555-555-5555	<input type="text"/>

**Second Emergency Contact** (Click to Remove All Data)

First Name	First Name	<input type="text"/>
Last Name	Last Name	<input type="text"/>
Relation to Student	Relationship	<input type="text"/>
Primary Phone	555-555-5555	<input type="text"/>
Work Phone	555-555-5555 x55555	<input type="text"/>
Cell Phone	555-555-5555	<input type="text"/>

**Third Emergency Contact** (Click to Remove All Data)

First Name	First Name	<input type="text"/>
Last Name	Last Name	<input type="text"/>
Relation to Student	Relationship	<input type="text"/>
Primary Phone	555-555-5555	<input type="text"/>
Work Phone	555-555-5555 x55555	<input type="text"/>
Cell Phone	555-555-5555	<input type="text"/>

**Other Information**

Where does your child go in the event of weather related early dismissals?	Name and/or Place	<input type="text"/>
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**Medical Providers**

Doctor Name	Name	<input type="text"/>
Doctor Phone	555-555-5555	<input type="text"/>
Dentist Name	Name	<input type="text"/>
Dentist Phone	555-555-5555	<input type="text"/>

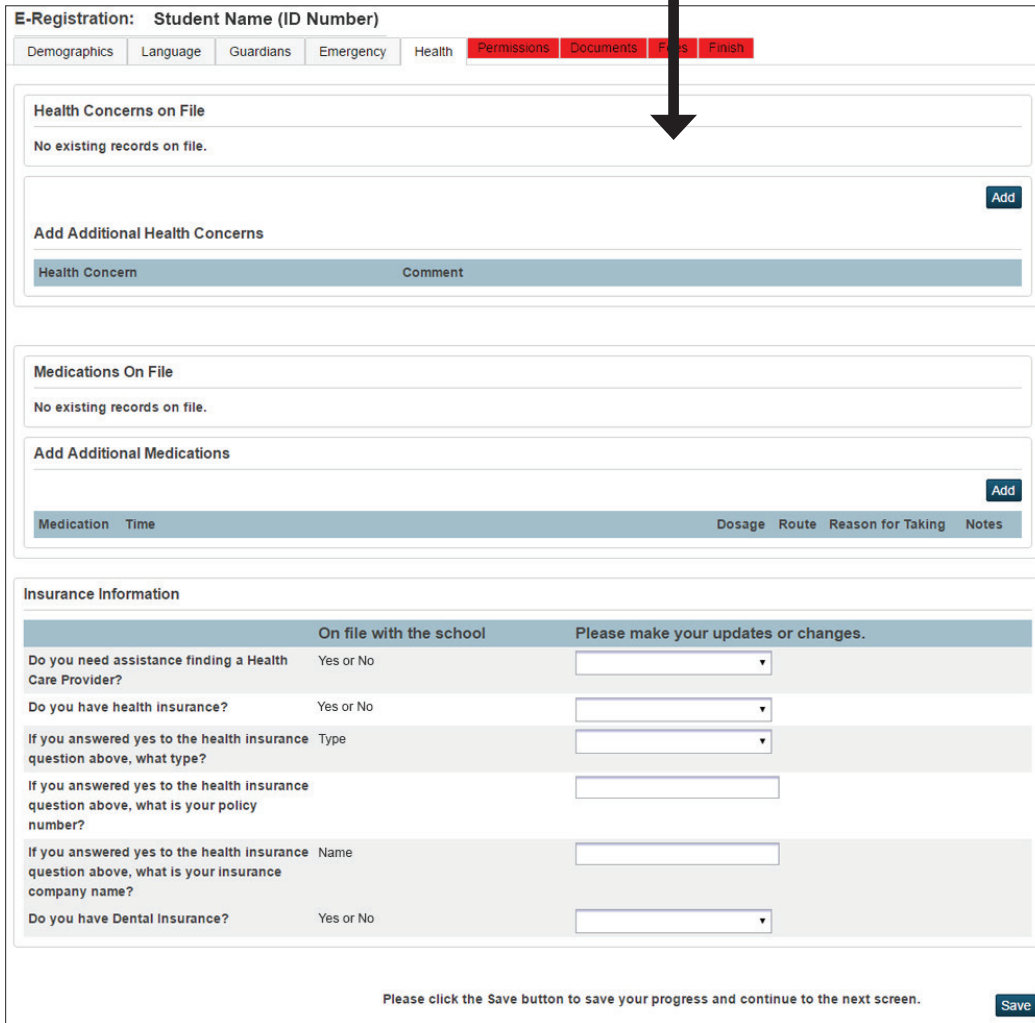
Please click the Save button to save your progress and continue to the next screen.

**Save**

- 16 Once all information is verified and/or updated, click the SAVE button.
- » You must click the **Save** button to move to the next screen.

# UPDATE YOUR STUDENT'S HEALTH RECORD

- 17 Review the information already on file with the school and make any necessary updates.  
*NOTE: This information will only be shared on a need-to-know basis.*



**E-Registration: Student Name (ID Number)**

Demographics | Language | Guardians | Emergency | Health | **Permissions** | Documents | **File** | **Finish**

**Health Concerns on File**

No existing records on file.

**Add Additional Health Concerns** Add

Health Concern	Comment

**Medications On File**

No existing records on file.

**Add Additional Medications** Add

Medication	Time	Dosage	Route	Reason for Taking	Notes

**Insurance Information**

	On file with the school	Please make your updates or changes.
Do you need assistance finding a Health Care Provider?	Yes or No	<input type="text"/>
Do you have health insurance?	Yes or No	<input type="text"/>
If you answered yes to the health insurance question above, what type?	Type	<input type="text"/>
If you answered yes to the health insurance question above, what is your policy number?		<input type="text"/>
If you answered yes to the health insurance question above, what is your insurance company name?	Name	<input type="text"/>
Do you have Dental Insurance?	Yes or No	<input type="text"/>

Please click the Save button to save your progress and continue to the next screen. Save

- 18 Once all information is verified and/or updated, click the SAVE button.
- » You must click the Save button to move to the next screen.

# COMPLETE PARENT PERMISSIONS

- 19 Select the appropriate option for each statement.

**E-Registration: Student Name (ID Number)**

Demographics Language Guardians Emergency Health Permissions Documents Fees Finish

**2017-2018 Permissions**

I give permission for my child to participate in all field trips (with additional notification of the details).	Current Setting	Yes	No
		<input type="radio"/>	<input type="radio"/>
I give permission for my child to ride with approved school personnel.	Current Setting	Yes	No
		<input type="radio"/>	<input type="radio"/>
I give permission for my child to participate in approved school related fundraisers.	Current Setting	Yes	No
		<input type="radio"/>	<input type="radio"/>
<b>Parent-Student Handbook:</b> The Dubuque Community School District Parent-Student Handbook contains federal, state and district policy information which is required to be distributed annually by the district, including instructions on how to withhold a student's directory information. The handbook can be accessed online at <a href="http://www.dbqschools.org/parents/documents/parent-student-handbook">http://www.dbqschools.org/parents/documents/parent-student-handbook</a> . A printed copy of the handbook is available on request in my student's school office. I understand it is my responsibility to read the information in the handbook.			
	Current Setting	Yes	No
		<input type="radio"/>	<input type="radio"/>

There are additional permissions on this page, so be sure to read and complete each one listed on this page.

	Current Setting	Yes	No
		<input type="radio"/>	<input type="radio"/>

Please enter your First and Last Name:

I am the parent or guardian of Luke Pitz and have the legal authority to execute the above permission(s).

Save

- 20 Enter your first and last name at the bottom of the screen.

- 21 Click the SAVE button.

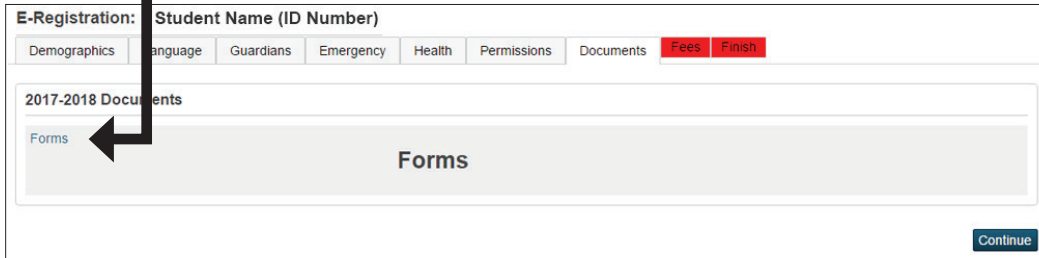
» You must click the **Save** button to move to the next screen.



**TAB 7**

## REVIEW REQUIRED AND OPTIONAL FORMS

- 22 Click on the FORMS link to download and complete required and optional forms.



The screenshot shows the 'E-Registration: Student Name (ID Number)' form. The top navigation bar includes tabs for Demographics, Language, Guardians, Emergency, Health, Permissions, Documents, Fees, and Finish. The 'Forms' link is highlighted in blue. Below the navigation bar, the '2017-2018 Documents' section is visible, with a 'Forms' link highlighted in blue. A black arrow points from the instruction text to this link. A 'Continue' button is located at the bottom right of the form.

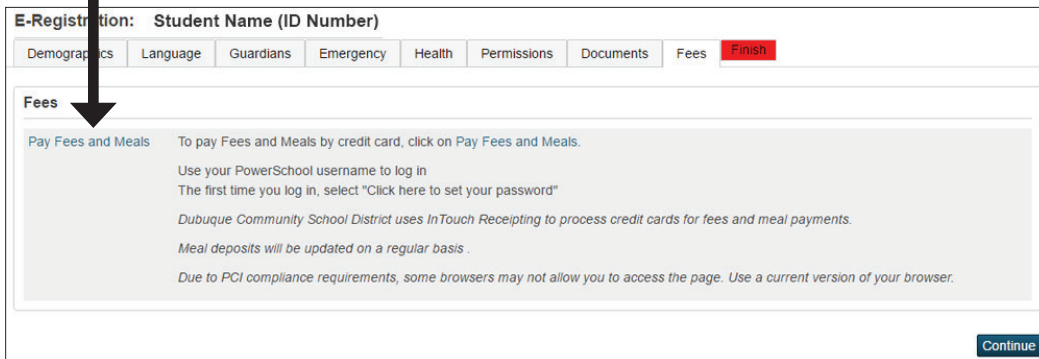
- 23 Click the CONTINUE button.

» You must click the **Continue** button to move to the next screen.

**TAB 8**

## PAY FEES ONLINE

- 24 Click on the PAY FEES AND MEALS link to pay online, if you haven't already done so.



The screenshot shows the 'E-Registration: Student Name (ID Number)' form. The top navigation bar includes tabs for Demographics, Language, Guardians, Emergency, Health, Permissions, Documents, Fees, and Finish. The 'Pay Fees and Meals' link is highlighted in blue. Below the navigation bar, the 'Fees' section is visible, with a 'Pay Fees and Meals' link highlighted in blue. A black arrow points from the instruction text to this link. The 'Fees' section contains the following text: 'To pay Fees and Meals by credit card, click on Pay Fees and Meals. Use your PowerSchool username to log in. The first time you log in, select "Click here to set your password" Dubuque Community School District uses InTouch Receipting to process credit cards for fees and meal payments. Meal deposits will be updated on a regular basis. Due to PCI compliance requirements, some browsers may not allow you to access the page. Use a current version of your browser.' A 'Continue' button is located at the bottom right of the form.

- 25 Click the CONTINUE button.

» You must click the **Continue** button to move to the next screen.

# eREGISTRATION PROCESS COMPLETE!

E-Registration: Student Name (ID Number)

Demographics

Language

Guardians

Emergency

Health

Permissions

Documents

Fees

Finish

E-Registration has been completed for Student

# NEED TO REGISTER ANOTHER STUDENT?

If there are additional students in the same household, those students will be listed as shown below. To start the eREGISTRATION process for another student, please click on that student’s name.

Note!

The E-Registration process needs to be completed for each individual child assigned to your account.

✓ Indicates that E-Registration has been completed for the child.

⚠ Indicates that E-Registration still needs to be completed for the child

To start the process for another child, please click on that child's name located under the PowerSchool logo or in the listing below.

Student	Complete Date
<div>✓</div> <div>Student</div>	08/04/2015
<div>⚠</div> <div>Student</div>	NOT COMPLETED
<div>⚠</div> <div>Student</div>	NOT COMPLETED

After completing eREGISTRATION for one student, you will have the option to copy addresses and phone data to other students in the same household. This option will be presented on the DEMOGRAPHICS, GUARDIANS and EMERGENCY screens.

You've already entered data for 1 or more students. Click a student name below to copy the data you entered to Student.

Student

⚠ Warning: Copying data could overwrite any other information you've already entered for this student.