



BEFORE you can access the Annual Student Registration form, you MUST have created a PowerSchool Parent/Guardian Portal Account. **Instructions for creating account available on our Public Page:** www.usd497.org/PowerSchool

1

Once you have successfully created your PowerSchool Parent/Guardian Account, navigate to usd497.powerschool.com/public/

2

Enter your PowerSchool ID (the email address you used to create your account) and Password. Click Sign In.

Lawrence Public Schools

PowerSchool SIS

Parent Sign In

[Sign In](#) [Create Account](#)

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)

****Please Note:** Each of your student's names will be displayed in the navigation bar. Click their name to move between them.

PowerSchool SIS

Scholar 1 Scholar 2

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Emergency SMS #
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Digital Equity and Learning Preference
- Account Preferences
- Annual Student Registration**

Grades and Attendance:

Grades and Attendance Standards Grades

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
AM-PM(A-C)											

Current weighted GPA ():

Show dropped classes also

Legend

Attendance Codes: Blank=Present | AL=Alternate Learning Location (In Building) | E=Excused Absence | H=Homebound | I=In School Suspension | L=Leave | N=Nurse | O=Suspension | T=Tardy | U=Absence | R=Recovery |

3

Click Annual Student Registration
(This opens a new tab in your browser)

4

The first time you begin a student's form, you may see the screen below. Put a check in the box next to the COPPA affirmation and click **Begin Forms**.

Lawrence Public Schools
USD 497

Access Online Forms

You have requested to complete online forms for Lawrence Unified School District 497 from your PowerSchool Parent Portal. To begin this process, powered by PowerSchool Enrollment, choose one of the options below.

This step is necessary only once – subsequently you will be automatically logged in from your PowerSchool Parent Portal.

New to PowerSchool Enrollment

Haven't used PowerSchool Enrollment before? Get started below.

☐ To comply with COPPA, I affirm that I am 13 years or older.

Begin Forms

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Enter the date of birth for the student and click continue.

Lawrence Public Schools
USD 497

Dashboard Help English

Snapcode Authentication

In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode.

Date of Birth for:
The date of birth must be in MM/DD/YYYY format.

Continue

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Enter the date of birth for the student and click continue.

Lawrence Public Schools
USD 497

Annual Student Registration 2023-2024

Introduction

Online Annual Student Registration

PLEASE read the directions **carefully** and complete ALL requested information accurately.

Be aware the contacts currently displayed may not be accurate. Please correct them for us. Thank you.

An Annual Student Registration form must be submitted for each student in your family. After successfully submitting this registration, you will have the opportunity to complete registrations for your other student(s) from your parent portal.

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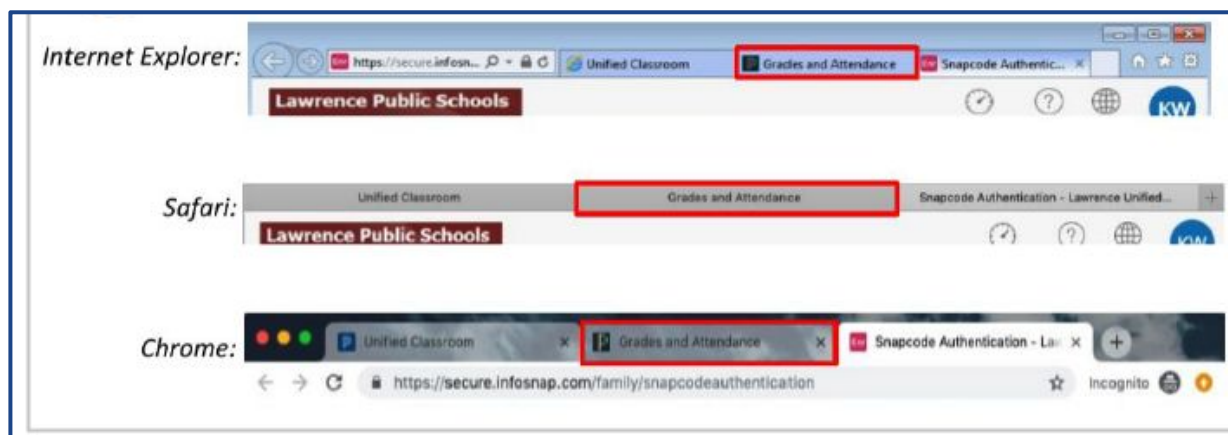
Previous Next

Once you have completed each of the pages and received your successful submission screen, you are done for this student!

****Continue to the next page for directions for completing registration for additional students.****

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For additional students:
Once you have submitted your registration, return to
the **Grades and Attendance** tab in your browser.
(see various browser examples below)



8

Click the name of one of your additional students
and then click **Annual Student Registration**

The screenshot shows the PowerSchool SIS interface. At the top, there are tabs for 'Scholar 1' and 'Scholar 2'. Below the tabs is a 'Navigation' sidebar on the left. The main content area is titled 'Grades and Attendance:'. In the sidebar, the 'Annual Student Registration' link is highlighted with a blue box and a blue arrow pointing to it. Another blue arrow points from the 'Annual Student Registration' link to the 'Grades and Attendance' section header. The 'Grades and Attendance' section has two tabs: 'Grades and Attendance' and 'Standards Grades'. Below the tabs is a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), and 'Course'. The 'Course' column is currently empty. Below the table, there is a 'Legend' section with the text: 'Attendance Codes: B=Blank=Present | AL=Alternate Learning Location (In Building) | E=Excused Absence | H=Homebound | I=In School Suspension | L=Leave | N=Nurse | O=Suspension | T=Tardy | U=Absence | R=Recovery |'. Below the legend, there is a link that says 'Show dropped classes also'.

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
AM-PM(A-C)											

Current weighted GPA ():
[Show dropped classes also](#)

Legend
Attendance Codes: B=Blank=Present | AL=Alternate Learning Location (In Building) | E=Excused Absence | H=Homebound | I=In School Suspension | L=Leave | N=Nurse | O=Suspension | T=Tardy | U=Absence | R=Recovery |

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Enter the date of birth for the student and click continue.

The screenshot shows the 'Lawrence Public Schools' header with 'USD 497' and navigation links for 'Dashboard', 'Help', and 'English'. The main heading is 'Snapcode Authentication'. Below it, a message states: 'In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode.' A label 'Date of Birth for:' is followed by a note 'The date of birth must be in MM/DD/YYYY format.' and an empty text input field. A green 'Continue' button is highlighted with a red border at the bottom left.

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Next, select whether you would like to re-use the information from your first student's registration form(import) or if you'd like to start from scratch. Click **Continue**.

The screenshot shows the 'Annual Student Registration' heading. Below it, a message asks: 'You've already submitted this form for [blank] Would you like to import the relevant information to save time?'. There are two radio button options: 'Import' (which is selected) and 'Start from Scratch'. A green 'Continue' button is highlighted with a red border. At the bottom, there is a login prompt: 'If you are not (1a3a6635-f3be-4e53-aeda-476b44e6bee4@sso.infosnap.com), sign out.'

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Once you have completed each of the pages and received your successful submission screen/confirmation email, you are done for this student!

Repeat **Steps 9 - 11** for each of your additional students.