Lawrence Public Schools PowerSchool

Annual Student Registration 2023-2024

BEFORE you can access the Annual Student Registration form, you <u>MUST</u> 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.

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

P 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 |

	Attendance By Class										
	Last Week					This Week					Course
Exp	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

5 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

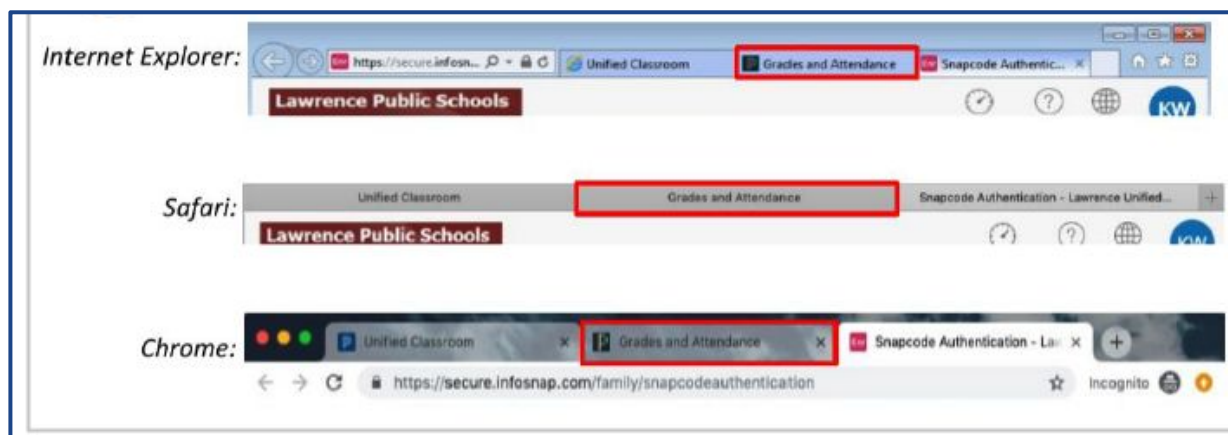**6** Enter the date of birth for the student and click continue.

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.

7 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**

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

10 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**.

11 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.