

# Annual Student Registration 2020 - 2021

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**BEFORE** you can access your Annual Student Registration 2020-2021, you **MUST** have created a PowerSchool Parent Portal Account.

**Instructions for creating account available on our Public Page:** [www.usd497.org/PowerSchool](http://www.usd497.org/PowerSchool)

**1**

Once you have successfully created your PowerSchool Parent Account, navigate to [classroom.powerschool.com](http://classroom.powerschool.com)

**2**

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

## Welcome to Unified Classroom!

Sign in with your PowerSchool ID.

PowerSchool ID 

Password

[Forgot Password?](#)

Sign In

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**3**

Select **Quick Links** from the left hand side, and then select **Portal Login Page**.

The screenshot displays the 'Unified Classroom' interface. On the left is a navigation sidebar with icons and labels for 'Communication', 'Class Pages', 'Progress', 'Calendar', and 'Quick Links'. The 'Quick Links' option is highlighted with a red arrow pointing upwards. The main content area is titled 'PowerSchool' and lists several options: 'Portal Login Page', 'Main Portal Page', 'Current Grades and Attendance', 'Grade History', 'Teacher Comments', 'My Schedule', 'Attendance History', 'School Bulletin', 'School Information', and 'Class Registration'. A red arrow points from the right towards the 'Portal Login Page' option. A large left-pointing arrow is also visible in the background of the main content area.

Unified Classroom	
Communication	PowerSchool
	Portal Login Page
	Main Portal Page
Class Pages	Current Grades and Attendance
	Grade History
Progress	Teacher Comments
	My Schedule
Calendar	Attendance History
	School Bulletin
<u>Quick Links</u>	School Information
	Class Registration



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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**.

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**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.

## Introduction

### Introduction

### Forms

Student

Contacts

Priority

Medical

Agreements

Signature

Review & Submit

## Online Annual Student Registration

Welcome to Lawrence Public Schools. To complete the registration process, please follow the steps below to

1. Click "New Student" and click "Required Information" to begin registration.
2. On the registration page, click "Start Registration" to begin registration.
3. Click "Save" to save your registration information.

**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.

Annual Student Registration

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.

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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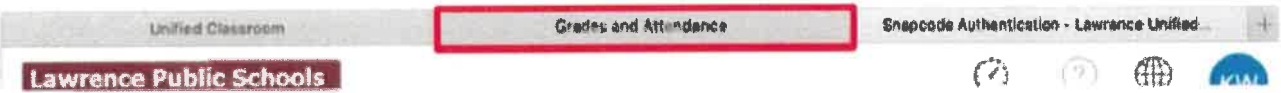
For additional students:

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

*Internet Explorer:*



*Safari:*



*Chrome:*





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

The screenshot shows the PowerSchool interface for a student. At the top, there are three tabs labeled 'Scholar 1', 'Scholar 2', and 'Scholar 3'. Below the tabs is a navigation menu with various options. The 'Annual Student Registration' option is highlighted with a red box. A red arrow points from the text 'Click the name of one of your additional students, and then click Annual Student Registration' to the 'Annual Student Registration' option in the navigation menu. Another red arrow points from the same text to the 'Scholar 2' tab.

PowerSchool

Scholar 1 Scholar 2 Scholar 3

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Annual Student Registration**
- SchoolMessenger

Grades and Attendance: TEST,

Grades and Attendance Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	TI	
	M	T	W	T	F	M	T	W	T	F			
AM-PM(A-B)													{   }
AM-PM(A-B)													{   }
AM-PM(A-B)													{   }
AM-PM(A-B)													{   }

Current weighted GPA ( )  
Show dropped classes also

Attendance By Program

Program	Last Week					This Week			
	M	T	W	T	F	M	T	W	H
Boys & Girls Club									

All Program Total H

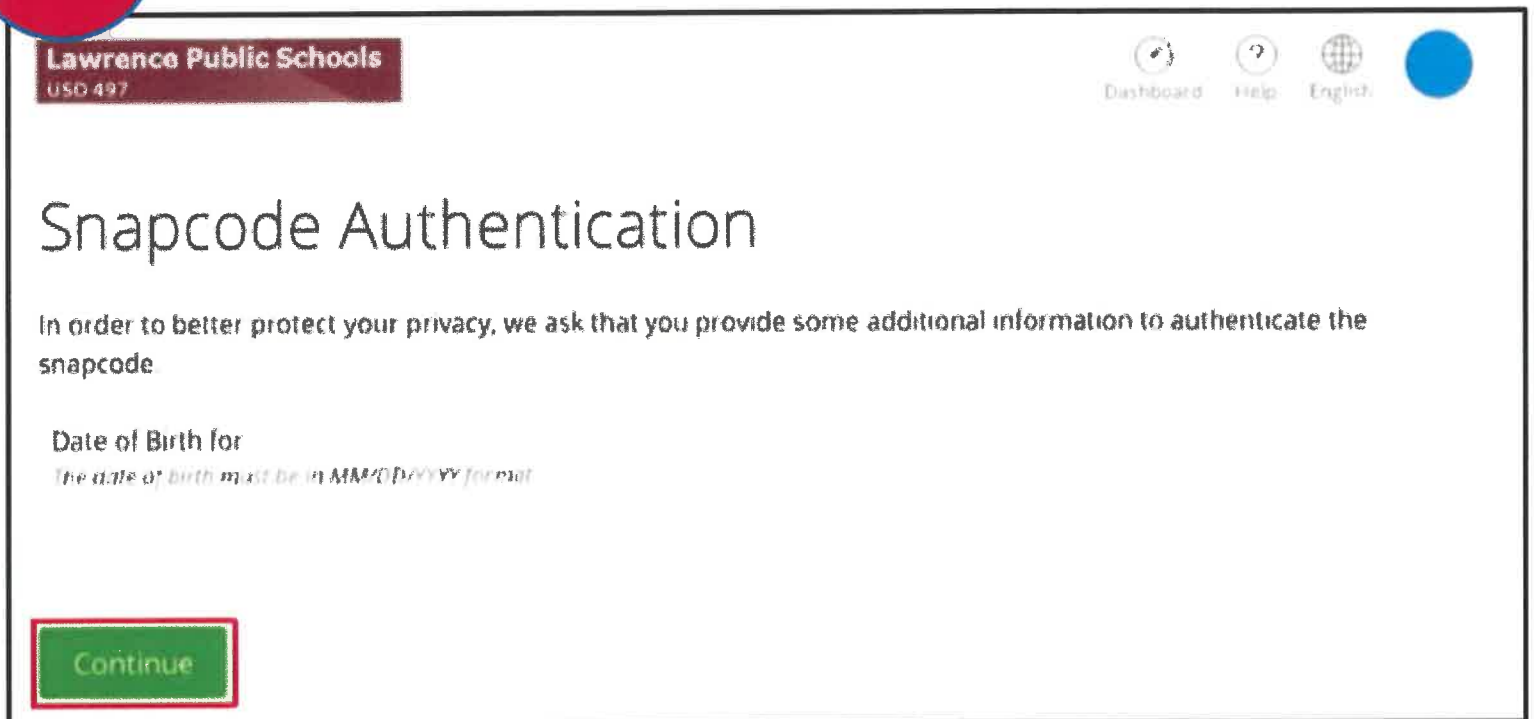
Legend



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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

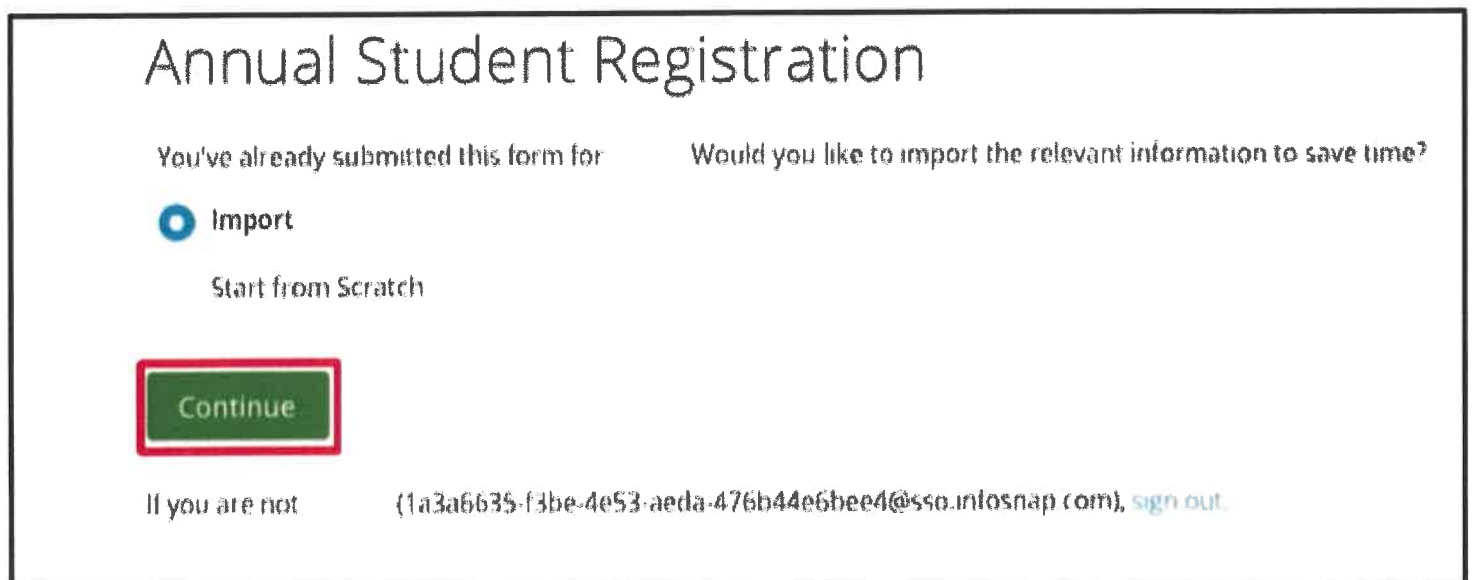
In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode

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

Continue

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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**.



## Annual Student Registration

You've already submitted this form for      Would you like to import the relevant information to save time?

Import  
 Start from Scratch

Continue

If you are not      (1a3a6635-f3be-4e53-aeda-476b44e6bee4@sso.infosnap.com), [sign out](#).

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**12**

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.

## PowerSchool Support

 call (785) 330-4300 [M-F, 7:30am-4:00pm]

 email [psotech@usd497.org](mailto:psotech@usd497.org)

**NEED  
HELP?**