

Dear Parent/Guardian,

By using your PowerSchool Parent Portal Account, you can now register your student(s) online. If you do **not** have a Parent Portal Account or are applying for the National School Lunch Program, you will have to come to Keokuk Middle School Gymnasium on August 7th from 8 AM to 8 PM to register your student(s).

Also, you can pick up KMS PE Uniforms and KHS Activity Passes at Registration or at the schools after August 7th.

If you do not have a Parent Portal Account, you will need your parent/guardian Access Id and Password. Please contact your child's school for assistance in obtaining your Access ID and Password for each student.

The Keokuk Community School District is now using a new payment provider, *e-Funds for Schools*, to process paying fees and lunch balances online using your checking account or credit card. To set up your *e-Funds for Schools* account you will need the student's Student Number. It can be found at the top of the E-Registration pages after the student's name in parentheses. Information about paying fees online will be available in another message.

Steps To Register Online

1. Using a web browser, go to the [PowerSchool Public Portal website](#).
2. Sign in using your username and password.



3. From the left navigation menu, scroll down and click on the **E-Registration** icon.

E-Registration will walk you through registering each child. The tabs across the top of the screen will show you where you are at in the process. You cannot skip ahead to other tabs. If you go back to a previous tab, you will have to save each screen again. The registration information you previously entered is saved.


On each page, you will see sections with a description column, a **On file with the school** column showing you what we currently have on file, and a **Please make your updates or changes** column where you enter changes to the information we have on file.

You will have an opportunity to copy registration information from one student to another to save you from re-entering the same information on multiple students.

NOTE: *Primary Phone* fields are also referred to as *Home Phone* fields.

4. After completing the **Demographics** page, click the **Save** button.
5. After completing the **Language** page, enter your first and last name in the last text field (required), click the **Save** button.

UPDATE: The Parent/Guardian Information page is where you enter a student's parent or guardian contact information. Previously, we used this page to include the contact information for additional adults that we contacted in the event of an emergency, working down the list. These adult contacts will

now be stored on the next page. To remove a contact's information, click  (**Click to Remove All Data**) in the contact section heading.

You can have up to four contacts. By default, the system shows you two. And you have the option to add a third and fourth contact as needed.

6. After completing the **Guardians** page, click the **Save** button.

REMINDER: The Emergency Info page is where you enter in adult contacts that we will attempt to reach in the event of an emergency, working down the list, if we cannot reach a parent or guardian listed on the previous page.

7. After completing the **Emergency** tab, click the **Save** button.

NEW! The Health page is where you enter in any health, medication, and insurance information. Use the **Add** button to add information for each health concern and medication.

1) If the student wears contacts or glasses, choose **Other** Health Concern and use the comment field to explain.

2) If the student has recently experienced a major change that could affect behavior or school work, such as moving, illness of a family member, death of a loved one (including pets), or divorce of parents, choose **Other** Health Concern and use the comment field to explain.

You will have an opportunity to give school personnel permission to give over-the-counter medication on the next page.

If you have any additional health questions or concerns, please contact the school nurse.


7. After completing the **Health** tab, click the **Save** button.

8. After completing the **Permissions** tab, enter your first and last name in the last text field (required), click the **Save** button.

The **Forms** page has list of links to paper forms that you can download, print, complete or have completed by a health care provider, and turned to the school at a later time. If you have any questions, please contact the school office.

9. When finished with the **Forms** tab, click the **Continue** button.

You have now completed the E-Registration process for this student!

To start the process for another student, please click on that student's name located under the PowerSchool logo at the top of the screen. When you do, you will get a message near the top of the screen,  **You've already entered data for 1 or more students...** When this message appears, you have to option to copy the information from a previously completed student when you click on the button with their name on it. This option is available only on the Demographics, Guardians, and Emergency pages.

Repeat steps 4 through 9 above for each remaining student.