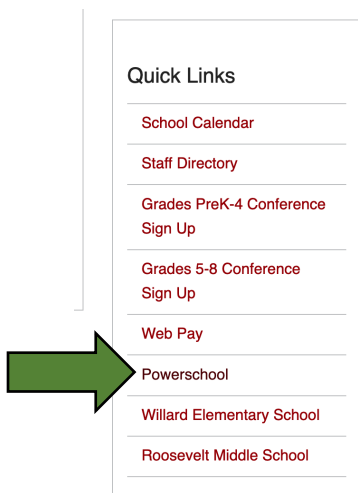
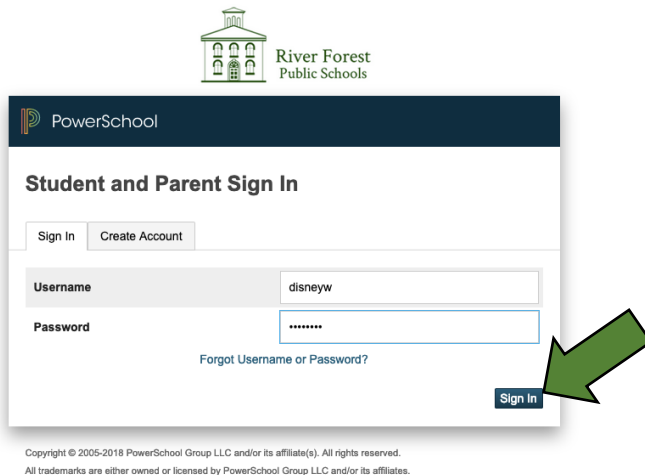


## How to Register Your Student

1. Navigate to your school's web page, and click on Powerschool under the Quick Links

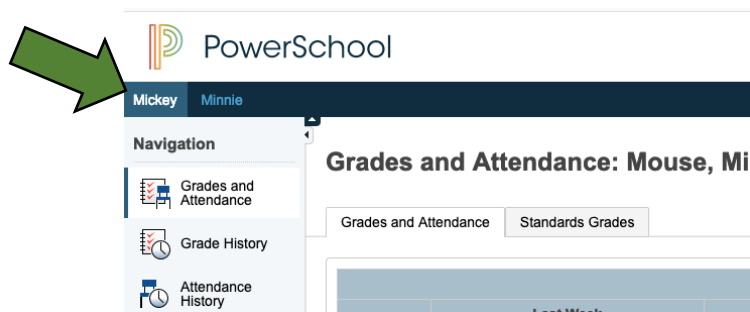


2. Type in your Username and Password in the corresponding boxes

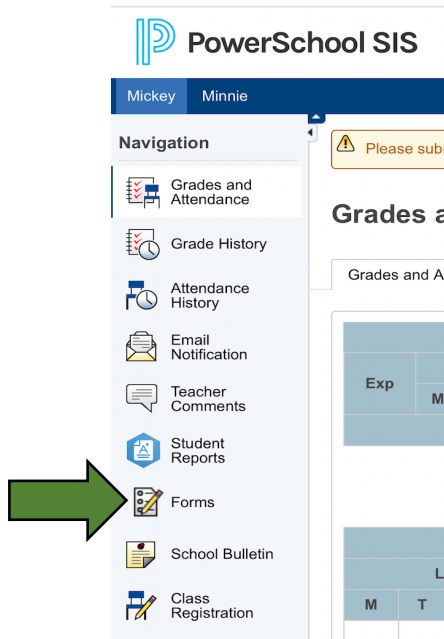


3. Click the **Sign In** button

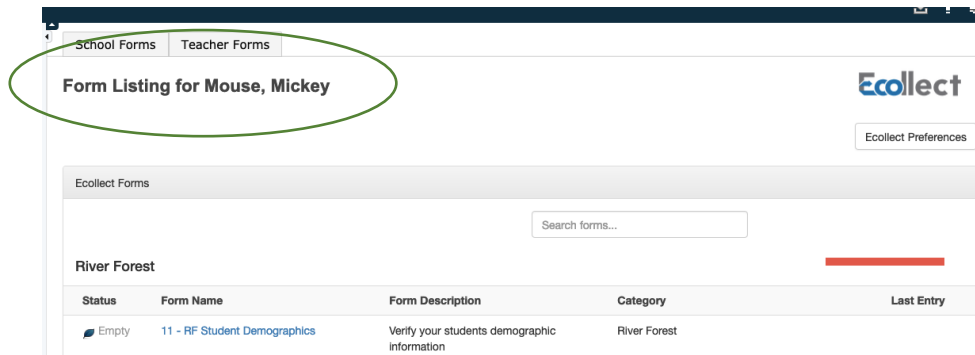
4. Once signed in, you should see your student(s) name(s) in the top left corner.



5. In the left navigation pane, click on **Forms**.

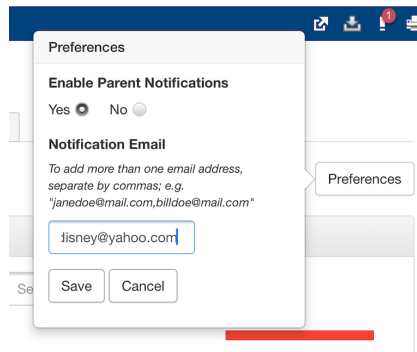


6. You will see “School Form Listing for Last Name, First Name” for your student







7. Click on the **Preferences** button to set your preferences and click **Save**

- **Enable Parent Notifications** – the system will notify you when you have submitted a form, new forms available, or changes have been made to a form



8. All the forms needed for registration are listed under the **Forms**. Each form has a colored leaf in front of it to signify the status of the form.










**Legend**

**Icons**  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

Ecollect - Copyright

9. Click on the first form in the list, **11- RF Student Demographics**

River Forest

Status	Form Name	Description	Category
 Empty	<a href="#">11 - RF Student Demographics</a>	Verify your students demographic information	River Forest
 Empty	<a href="#">12 - RF Student Address</a>	Verify your current address	River Forest
 Empty	<a href="#">14 - RF Home Language Survey</a>	Verify the language(s) spoken most often in your home	River Forest
 Empty	<a href="#">15 - RF Custody Information</a>	Verify the legal custody of your student	River Forest
 Empty	<a href="#">16 - RF Academic History</a>	Verify any previous academic history for your student	River Forest
 Empty	<a href="#">17 - RF Student Contacts</a>	Add, update, or share contacts for your students.	River Forest
 Empty	<a href="#">19 - RF Emergency Authorization</a>	Authorization for emergency care	River Forest
 Empty	<a href="#">20 - RF Permissions/Agreements</a>	Authorization and school agreements	River Forest
 Empty	<a href="#">21 - RF Acknowledgment of Completion</a>	Authorization and completion of registration	River Forest

10. If you have a returning student, the form will display the current information we have on file for your student. Verify the information is correct, and make sure all fields with a \* are filled out.

**Ecollect** 11 - RF Student Demographics  
Verify your students demographic information

**First Name \***

**Middle Name**

**Last Name \***


**Suffix**  
Jr, IV, etc

**Preferred Name**  
If different

**Gender \***

Female  Male

**Date of Birth \***

**Was the student born in the United States? \***

Yes  No

**City of Birth \***

**Age**  
9 years 4 months

**Next Year's School**  
Willard Elementary

**Next Year's School**  
Willard Elementary

**Next Year's Grade**  
K

11. Click the **Submit** button to move to the next form.  
*\*\*If you missed a field, it will appear in red on the form and will not let you move to the next form until you have answered it.*

Preferred Name  
If different

Gender \*  
 Female

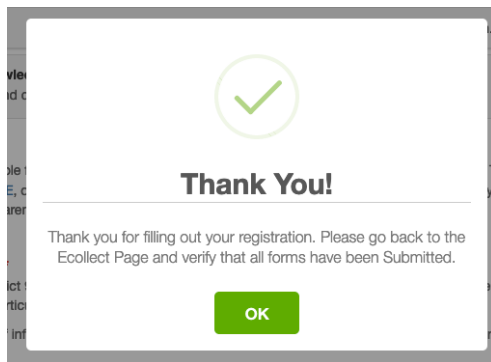
Was the student born in the United States? \*  
 Yes  No

City of Birth \*  
Orlando

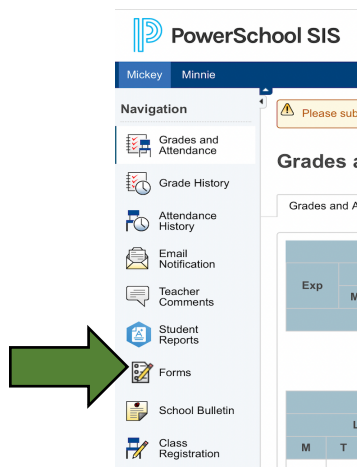
Missing Required Field!

Next Year's Grade

12. Repeat steps 10 and 11 until you reach the last form, **21 – RF Acknowledgement of Completion**.
13. Once you click submit on the last form, you will receive a Thank You! Message like the one pictured below.



14. Click **OK**
15. Click on **Forms** in the navigation bar

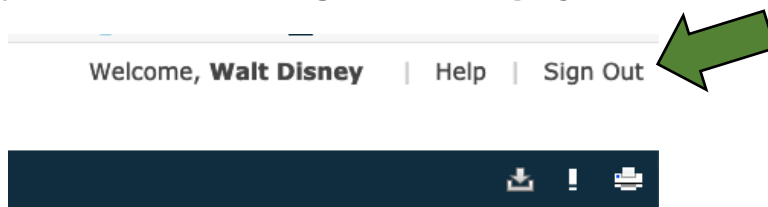


16. Make sure all of the forms have a green leaf and say **Submitted** in front of the name of the form.

River Forest

Status	Form Name	Form Description	Category
Submitted	11 - RF Student Demographics	Verify your students demographic information	River Forest
Submitted	12 - RF Student Address	Verify your current address	River Forest
Submitted	13 - RF Home Language Survey	Verify the language(s) spoken most often in your home	River Forest
Submitted	14 - RF Custody Information	Verify the legal custody of your student	River Forest
Submitted	15 - RF Academic History	Verify any previous academic history for your student	River Forest
Submitted	16 - RF Student Contacts	Add, update, or share contacts for your students.	River Forest
Submitted	17 - RF Health Information	Add, update, or edit your students health information	River Forest
Submitted	18 - RF Emergency Authorization	Authorization for emergency care	River Forest
Submitted	19 - RF Permissions/Agreements	Authorization and school agreements	River Forest
Submitted	20 - RF Acknowledgment of Completion	Authorization and completion of registration	River Forest

17. If you have another student, click on the tab with their name on it at the top and repeat the process. If you do not have another student, or when you are finished filling out the forms for all your students, click on **Sign Out** in the top right of the screen.



*Thank you so much for your cooperation. Registering your students gives us key insights into preparing for the next school year.*