

**HOWARD-WINNESHIEK COMMUNITY SCHOOL DISTRICT  
2023 – 2024 REGISTRATION INFORMATION**

**\* August 1st:**

- **Building secretaries will be back in the buildings**

**563-547-2762 and select:**

2 for Crestwood High School;  
3 for PK and Crestwood Elementary/Middle School;  
5 for Bus Garage

**\* August 2nd:**

- **Every year PRIOR to the school year starting, every family with children in PK-12 need to complete the Online Registration.**
- **Online registration opens at 9AM as well as the Conference Scheduler.**

**\*\*Note:** if you see your child's schedule in PowerSchool this **does not** mean they are registered

**\* August 9th:**

- **On-Campus Registration Assistance for all students PK-12 will be held in one location in the Crestwood Elementary / Middle School commons area from 10 AM - 6 PM**

**\* August 17th:**

- **Back To School Parent – Teacher Conferences / Open House**

**\* August 23rd:**

- **First day of classes for all students Transitional Kindergarten – 12<sup>th</sup> Grade**
- **NICC also begins for students registered to take college courses**

**\* August 31st:**


- **Preschool Open House - 3:00 PM - 5:30 PM and PK School Photos - 3:00 - 6:00 PM**

**\* September 5th:**

- **First day of classes for Preschool students.**

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**SCHOOLMESSENGER:**


SchoolMessenger will be used again this year to send parent notifications, it can be accessed by logging into PowerSchool and click in the half box with the arrow (  ) in the upper right corner of your PowerSchool page.



Click on the lines in the upper left corner and then preferences to review what notifications you currently have selected. You have the option to receive email, phone and text notifications. Just a reminder to receive text message notifications you must first send Yes to **67587**.

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**FEES**

Can be paid on-line via SchoolPay or by check/cash. SchoolPay can be accessed by logging into PowerSchool and click in the half box with the arrow (  ) in the upper right corner of your PowerSchool page. Fees can be waived/reduced by completing the Free/Reduced application and returning/submitting before **October 5th, 2023**.

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**EMAIL NOTIFICATIONS**

Available in the left menu – you can choose notifications you would like to receive such as attendance, grades and how often – this is a great way to be kept informed of your students attendance and current grades (mainly for grades 6 – 12).

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**BUS INFORMATION**

If your student(s) rides a bus – the bus driver will be in contact with you regarding the scheduled pick up and drop off times before school starts. If you are new to the district and will need bus transportation please contact them as soon as possible with your information.

## Pre-School Back To School Information

- Teachers will be contacting you in August to set up a home visit.
- There is a full day or half day option that you can discuss with your child's preschool teacher.
- If you have a PK student there is additional information included from the preschool teachers and also information on how to create your Registration and PowerSchool Account if needed. If you have older children already enrolled at Howard-Winn your PK student will already be added to your PowerSchool Account (instructions on page 3).

**August 31st - Preschool Open House 3:00 - 5:30.** PK students will also have their school photos taken this day - 3:00 - 6:00 PM see the flyer for more information.

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## Elementary Back To School Information

### Transitional Kindergarten – Grade 5:

**2023 – 2024 School Hours: 8:15 AM – 3:25 PM**

### August 17<sup>th</sup> - Back-To-School Parent Teacher Conferences:

- Individual conferences with homeroom teachers from 10:00 AM - 6:00 PM.
- Elementary student photos will be taken from 9:30 AM – 6:00 PM during back to school conferences on Thursday, August 17<sup>th</sup>, please see the letter and enclosed flyer for more information.
- If you have a **TK/KG student** there is additional information included.

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## Crestwood Middle and High School Back To School Information

### Grades 6 – 12

**2023 – 2024 School Hours: 8:10 AM – 3:20 PM**

### August 17<sup>th</sup> - Back-To-School Parent Teacher Conferences / Open House: 10:00 AM – 6:00 PM

- Grade 6 students and parents will schedule a time to meet with homeroom teacher
- Students and parents (gr 7-8) will schedule a time to meet with **Homebase teachers for Laptop distribution** and have other questions answered, please sign-up for a time using the conference scheduler (student schedules can be found in PowerSchool). **On-line Registration MUST be completed BEFORE picking up the student device.**
- Building is open for students and parents to go through their student's schedule to find classrooms and meet each teacher, find their locker, etc.
- **Optional** open conference times available for students/parents to meet individually with any or all teachers, please sign up through the conference scheduler (grades 7 - 12)
- **Grade 7 Students** - required immunization information enclosed
- **Grade 9 Students** – required dental screening information enclosed
- **Reminder: On-line Registration must be completed before picking up the student device.**
- **More details for the start of the year will come in early August for grades 9 - 12.**
- If you are enrolling under Open Enrollment beginning in 23-24 to Howard-Winn (grades 7-12) and will be participating in sports, please stop by and see Mr. Coulter in the High School office.

### 2023-2024 CHS Yearbooks (Grades 9-12):

To order, complete the enclosed order form or pick one up in the High School Office. Return the completed order form along with payment (checks payable to Crestwood High School) to the high school office. Yearbooks can also be purchased at [www.jostens.com](http://www.jostens.com). For questions, please contact Libby Schwade at 563-547-2762 and select 2 for the high school.

### School Pictures:

**HWCS D will again, be partnering with Jostens Pix for our school pictures.**

\*\* Please see the enclosed flyers for more information and dates of building photos.

**PK - 8/31/23**

**TK - 5th Gr - 8/17/23**

**6th - 8th Gr - 9/15/23**

**9th - 12th Gr - 9/21/23**

\*\* If you have questions about ordering or an order placed, please contact Jostens Pix at 1-877-515-1447.

\*\* If you don't want to order photos online – you can call the number above and they will assist you with ordering.

## 2023-2024 ON-LINE STUDENT REGISTRATION - These steps must be completed:

**Online enrollment for the upcoming school year will open August 2nd after 9 AM!** Please remember, On-Line Registration is to be completed every school year by all families for each enrolled student (including Preschool). **Seeing your student's schedule in PowerSchool does not mean they are registered.**

**\*\*You will want to have these instructions available when registration opens August 2nd.**

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### How do I get started?

**\*\* New to the district or don't have a PowerSchool Access Account** see the enclosed information with the steps to create your registration and PowerSchool Account (skip the next section).

### Returning Students - Parents/Guardians that have a PowerSchool Access Account:

Visit **[www.howard-winn.k12.ia.us](http://www.howard-winn.k12.ia.us)** and Select the PowerSchool icon from the home page:

1. Once logged into PowerSchool select the student you wish to register along the top if you have more than one student.
2. Select **Registration 2023-2024** from the menu on the left (**NOT** classroom registration).
3. Date of Birth Authentication for that student (format mm/dd/yyyy).
4. Review the Introduction Information.
5. Select Next and continue to review / update information until you reach the end and enter your electronic signature and current date and submit. Make sure to save and sign out when finished.
6. If you have more than one student, go back to the PowerSchool tab and select the next student from the top and continue through steps 3 – 5.

### Important Information Regarding Contacts:

1. When entering contact information – make sure to answer the following – this information will be used and is very important that it is updated for each contact you enter:  
**Has Custody; Lives With; School Pickup; Emergency Contact**  
(You can update contact information at any time when logged into PowerSchool by selecting Update Contact and Sort Contacts from the left menu).
2. All contacts you enter will require an address so have that information available.

### Troubleshooting:

#### I can't remember my login for the PowerSchool Parent Portal.

If you aren't able to retrieve your login credentials using the "Having trouble signing in?" link on the Sign In page, please email [registration@howard-winn.k12.ia.us](mailto:registration@howard-winn.k12.ia.us) for assistance logging in to the Parent Portal.

#### Do I have to answer all the questions?

No, but some questions are marked "Required" and must be answered before you can submit your form.

#### What if I make a mistake?

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "Prev" and "Next" buttons or if you are on the Review page select the underlined field. If you have already submitted the form you will need to contact your student's school so they can make the changes for you.

#### I've completed the form, now what?

Once you have finished entering your information select "Submit." This will send all of the information you've entered to the school. If you cannot select this button you will need to make sure that you have answered all required questions.

#### What if I have more than one student in the district? Do I need to do this for each child?

Yes you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to "snap" (or share) selected family information, which saves you time.

## August 17<sup>th</sup> – Back To School Parent – Teacher Conferences for Grades TK – 12

The staff is looking forward to this time with parents. Teachers will inform parents and students about grade level standards and curriculum, the daily schedule of the classroom, pupil progress reporting, special programs, the classroom/school behavior plan, classroom expectations and other pertinent information. Parents and students can ask questions and discuss any specific individual concerns with the teacher at this time also. Students will have the opportunity to bring in their classroom supplies, get to know the teacher and become familiar with the room.

Howard-Winn is utilizing these conferences to better connect and build meaningful relationships with parents and students before the school year starts. Kids do better in school when parents are involved in their academic lives. Attending back-to-school conferences is a great way to establish that relationship. We will extend this relationship by also providing Parent-Teacher conferences in November and again in March. These conferences are a chance to continue conversations between parents and teachers, and to discuss strategies to help students do their best in class. Meetings between the parents and the teacher also let students know that what goes on in school will be shared at home. Parents are also encouraged to request meetings with teachers, principals, school counselors, or other school staff at any time during the school year if they have questions or concerns.

### Scheduling Conferences (TK - 12th Grade):

While logged into PowerSchool

- Choose Parent/Teacher Conferences from the menu on the left (towards the bottom of menu)
- Click on Event Name “**Back –To–School Conferences**”
- Select the teacher from the drop down
  - Student Schedules are available in PowerSchool to find Home Room/Base teacher
  - Elementary and Grade 6 - will only schedule with the home room teacher
  - Secondary (7-12) – will schedule with **HomeBase teacher for device pick up** and any other teachers you would like to meet with individually.
- Enter your email address in a time slot and click Save
  - Secondary (7-12) – you will do this process for each teacher you want to see.
- If you have more than one student in the family – choose the next student from the top of the PowerSchool page and follow the same steps.

**When these 3 tasks have been completed students are registered for school.**

1. Logged into PowerSchool and selected **Registration 2023-2024** and completed the registration questions/permissions, etc. for each of your students.
2. Fees have been paid.
3. Back-To-School Conferences for August 17th have been scheduled for each of your students.

**If you will be dropping off and/or picking students up at the Elementary/ Middle School (K8) you will be directed to the parking lot; we will not be allowing parking on the roadway.**

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Annual Notice of Non-Discrimination Policy; EEO; Continuous Notice of Non-Discrimination

The Howard-Winneshiek Community School District offers career and technical programs in the following service areas: Agricultural, Food, and Natural Resources; Applied Science, Technology, Engineering, and Manufacturing; Arts, Communication, and Information Systems; Business, Finance, Marketing, and Management; Health Science; Human Services.

It is the policy of the Howard-Winneshiek Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.