

POWERSCHOOL EREGISTRATION INSTRUCTIONS

Your PowerSchool Parent Account has been set up by the building secretary.

Website: <https://midland.powerschool.com>

Your username _____

Password: _____

This account has been connected to your child(ren) already.

If you need to add a student let the building secretary know so they can be added.



Click on Parent Sign In

Your student will get their own account. Students at the Middle-High School will need to use PowerSchool often. They will be given their information at school. Sign in will be their email address, password will be their lunch ID#.

You can reset your password at any time by going to Account Preferences

When you sign in this is what you will see – student name(s) in blue bar

From the main PowerSchool page you can see your child's schedule, grades and attendance.

You can click on the grade to see the assignments that make up that grade.

You can click on the teacher's name to email them directly.

To complete the e-registration process click on FORMS

You may need to update this setting before it will let you proceed with e-registration:

Click the blue spoke wheel on right – to enable notifications from PowerSchool click yes and add the email(s) you want notifications sent to. Notifications can be set up by you for attendance, grades, lunch balance, etc at a frequency you request.

You will need to select one of these to continue to e-registration forms.

In E-registration (get to this by clicking FORMS on home page)

Click on Student Demographics, after you hit submit the system will take you through all necessary forms in order until completed:

- 1) Student Demographics
- 2) Student Address
- 3) Student Contacts
- 4) Health Information
- 5) Rural Transportation
- 6) Parent Permission
- 7) Acknowledgement of Completion

If you have any issues please contact the school secretary for assistance. This program is new and we are currently testing it. Your help is invaluable.

- **IMPORTANT NOTE** – PLEASE use capitals when entering data especially for parent/guardian names/addresses, the information is case sensitive, so will remain in Powerschool the way you enter it – so address labels, reports, etc that have names or addresses will print that way. Our secretaries THANK YOU for helping in this simple way!
- Any data piece with a red * is required information, you must enter something here to move on.
- You can return to any form and make any needed updates during the school year if you have a change of address, contact info, emergency contacts, health info or transportation needs, etc. by resubmitting that one form.

CONTACTS section –

If you have a current student and are adding a new student, update the current student's contact info first, then under the contacts click the box beside the new student to copy contacts – this will save you a lot of time and effort, and will help us keep from having duplicate contacts in our system.

PLEASE carefully fill this out. For parents we need full info (addresses, work, etc), for others we only need a name & phone number, but we need you to check the correct permission boxes, can they pick your student up from school, etc? Also if both parents live at same household please don't check RECEIVES MAILING for both, *only check that box if a parent lives at a different mailing address and needs an additional mailing.*

When completed you will get a warning box saying this information is pending approval, simply click ok to go to the next form.

Guardians and Emergency Contacts *
Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians. We always contact parents first, but if they cannot be reached who might know where to find you or could come get a sick child or authorize a child to school if ill, etc. For emergency contacts we just need name, relationship, phone number. For parents we need all information provided.

Add

Mom's Name (Mother) (Student)	Dad's Name (Father) (Father)
Onshore Iowa, United States 52321 (Mobile) (Home) (Daytime)	Onshore Iowa, United States 52321 (Daytime) (Home) (Mobile)
<input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access	<input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access

Emergency Contact 1 (Aunt) (Emergency #1)	Emergency Contact 2
(Mobile)	(Home) (Daytime)
<input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access	<input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pickup <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access

To see full details click on the pencil icon and make any needed changes.

Do NOT make duplicate contacts, check all who are listed here and just update their info as needed. Only click *Add* for NEW contacts who are NOT listed on this page.

Clicking the X will delete that contact! Be careful doing this as it removes the association with that student. Only do this if you no longer want the school contacting this person RE your student.

Permissions

Lives with Student *

Yes No

Emergency Contact *

Yes No

Has Custody *

Yes No

School Pick Up *

Yes No

Receives Mail *

Yes No

*When you finish one student's forms if you have more than one student, please be sure to click on the next student's name and complete their info and etc. until **all students have been updated**. The only form that you won't have to fill out in duplicate is the transportation form, if students getting on/off bus in different locations see the transportation director.*

Registration

1. STUDENT DEMOGRAPHICS
Please read this over and make any needed corrections yearly. Some items you cannot change like legal name and date of birth. If those are wrong please contact the building secretary ASAP! so we get the correct information entered into our SIS. Last Entry: 02/14/2022 2:12:03 PM Pending

2. STUDENT ADDRESS
Last Entry: 02/14/2022 2:13:22 PM Pending

3. STUDENT CONTACTS
Please list ALL contacts for your student. We only need FULL info for parents, for all other contacts we just need name, relationship and a phone number. We always try to contact parents first, but if we cannot contact you who could we call that would authorize them to drive home if ill, come get them if needed, have some idea how to locate you, pick them up in case of emergency? We need them on this list if you want them to be able to do all of the above. PLEASE give us more than just parent info! Last Entry: 02/14/2022 2:36:25 PM Pending

4. HEALTH INFORMATION
Please be sure to include all health related medical information that may affect learning. Feel free to call the nurse or nurse's aid with any questions or information you want them to have at any time during the year. You can update this form at any time during the year if there are any changes to the health of your student that affect learning. Empty

5. RURAL TRANSPORTATION REQUEST FORM
If you live in the Midland District with a rural address you can request bus transportation to/from school for your child. The following information will help us to create bus routes. There are bus stops in each of the towns within our district including Center Junction, ... Monmouth, Lost Nation. The buses also stop and pick up students at both attendance centers Wyoming and Oxford Junction. If you have questions contact the transportation director. Empty

The forms show up numbered sequentially in the order we would like you to fill them out. Any without a number are forms used for other things, not e-registration forms.

Below each form it will show the last time you filled it out.

The right hand column will show if your form has been approved. Pending means waiting for a secretary to approve. Empty means you have never filled this form out.

After entering contacts it may say waiting on approval, click OK and it will take you to the next form. If you get stuck somewhere you can opt to click on the next form to move on. *Just don't forget to do one of the forms please, **complete all 7 for each student.***

1. STUDENT DEMOGRAPHICS 2. STUDENT ADDRESS 3. STUDENT CONTACTS 4. HEALTH INFORMATION 5. RURAL TRANSPORTATION REQUEST FORM 6. APPLICATION FOR FREE AND REDUCED PRICE MEALS 7. PARENT PERMISSIONS 8. ACKNOWLEDGEMENT OF COMPLETION

There are no previous responses to this form.

4. HEALTH INFORMATION
Please be sure to include all health related medical information that may affect learning. Feel free to call the nurse or nurse's aid with any questions or information you want them to have at any time during the year. You can update this form at any time during the year if there are any changes to the health of your student that affect learning.

Medical Contacts

Doctor *
Dr. Nau
Doctor's Phone
319-861-7900

Dentist
Dr. Meyer
Dentist's Phone
319-465-3533

Preferred Hospital *

Do you need assistance finding a Health Care Provider? *
 Yes No

Physical
Give the month and year (xx/xxxx) that your student had their last well child physical.
NOTE: All Preschoolers and Kindergarteners will need to have a copy of this physical on file in the office to start school.
All students in grades 6-12 participating in school sponsored athletics will need to have a current physical on file in the office to practice or participate. Physicals are valid for 13 months from the date signed by the physician.
xx/xxxx

Does your child currently have health insurance? *
 Yes No

Does your child currently have dental insurance? *
 Yes No

The final form Acknowledgement of Completion – just click I acknowledge and consent and submit, stating you completed the forms to the best of your ability. That way we know who completed the form.

As always, if questions please feel free to contact the building secretary by calling 319-259-5340

Elementary call Erika at extension 1300

Secondary call Michelle at extension 1250

Thanks for providing us all of this important information in a timely manner!