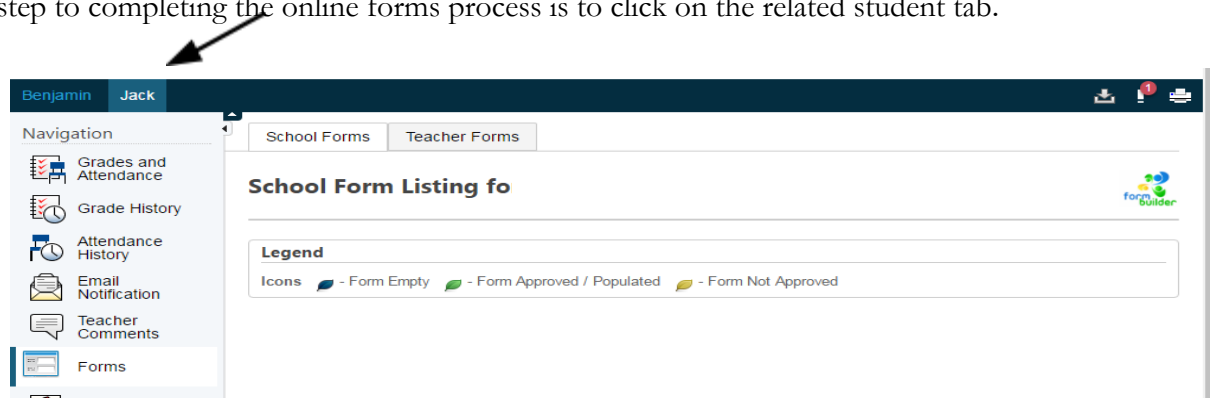


Online Student Registration Tutorial

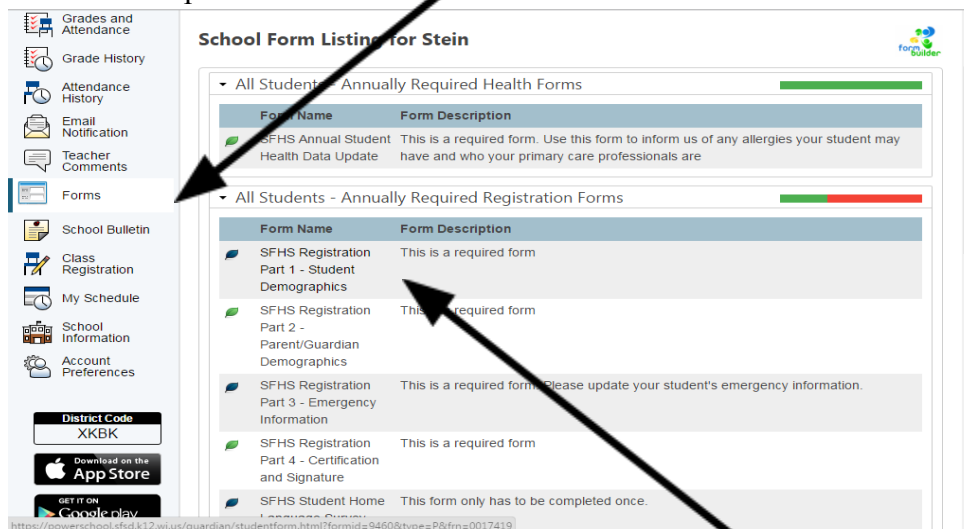
WILLOW GLEN AND DEER CREEK REGISTRATION - AUGUST 10TH, 10:00 A.M. - 6:00 P.M.
DEER CREEK INTERMEDIATE SCHOOL - GYM/RECREATION BUILDING
HIGH SCHOOL REGISTRATION - AUGUST 11TH, 9:00 A.M - 7:00 P.M.
HIGH SCHOOL GYMNASIUM

This year the District has transitioned to online student enrollment. The online student registration for the St. Francis School District will be available via Powerschool on Monday, August 1st. In order to register online, parents will need to first complete the single sign-on process. Instructions regarding single sign-on were sent in late June and are also included again with this communication. Once logged in you will see a screen similar to the one below:

1. After logging into Powerschool - powerschool.sfsd.k12.wi.us/public - you will find at the top of the screen a tab for each of your students connected to your single sign-on account. The first step to completing the online forms process is to click on the related student tab.



2. On the navigation bar on the left side of the screen you will find a **Forms** menu option. Please click on this option.



3. From the **School Form Listing** screen you will need to complete all of the required forms for each of your students. Click on a form name to continue.

Online Student Registration Tutorial

Form Name	Form Description
SFHS Change of Address	This form is required if your address is different than the address listed in the student demographic registration form
SFHS Temporary Living/Homeless Situation	If your child is homeless or is living in temporary housing, please read and complete this form.

4. You will notice some forms are identified as *(If Applicable)* these forms only need to be completed if the situation applies to your student.

Signature Certification *

By entering my name above I certify that I am the student signing this registration form

Teachers and Building Principals are responsible for determining what is unauthorized or inappropriate use. The Building Principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

5. As you complete all of the forms, make sure to fill-in all required fields. Required items are identified with an asterisk (*). When you are finished with a form click the **Submit** button.

PowerSchool

Benjamin Jack

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification

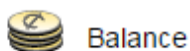
Thank you for updating our records.

SFHS Registration Part 2 - Parent/Guardian Demographics
This is a required form

PLEASE MAKE CORRECTIONS AS NEEDED

PARENT/GUARDIAN INFORMATION

Once you have submitted a form, you will receive a notification that your records have been updated. You will need to click the **Forms** link, under the Navigation bar on the left side of the screen. Once you have finished all forms under a student tab, and have additional students, please go to the next student tab to continue.



Balance

Fees can now also be paid online via Credit Card or ACH Check via the **Balance** Icon . The maximum family fees for student registration is \$200 per family. If when enrolling your students the total of their enrollment fees reaches the Family Max., we ask that you bring in a printout of all receipts to registration so that the Family Max can be applied to your account.

Please contact the main office at your student's school should you have further questions. If you have technical questions or need access to technology to complete the registration forms the District will have computers and staff on hand to assist on the registration dates mentioned above.