

TO: ALL PARENTS OF ST. FRANCIS SCHOOL DISTRICT STUDENTS

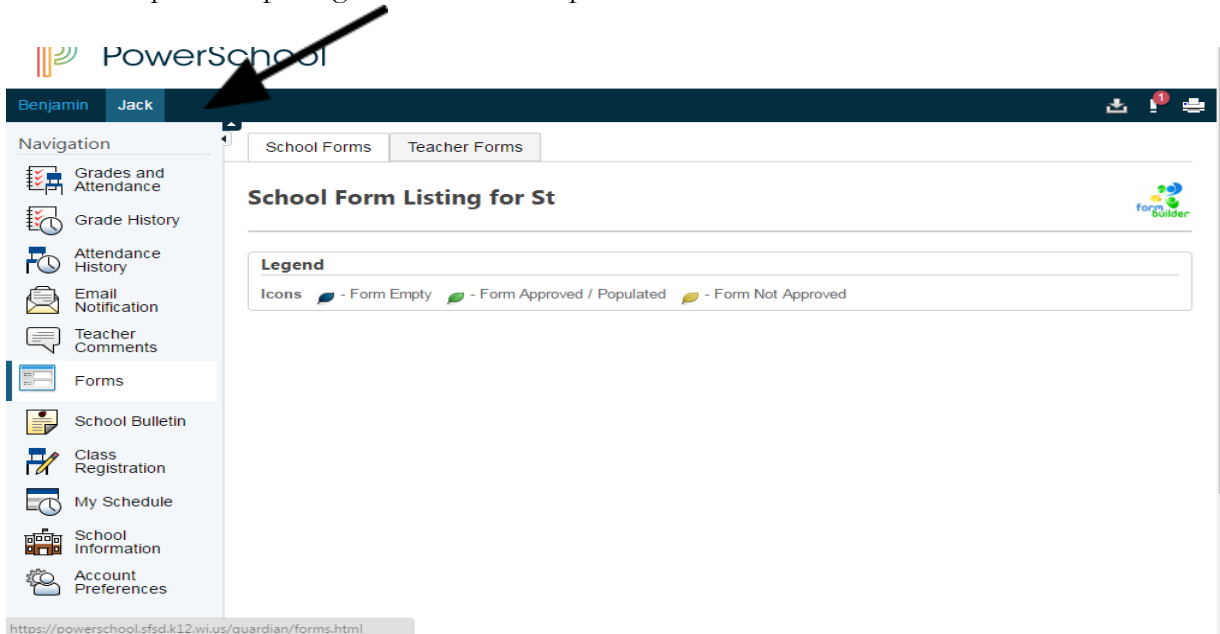
RE: ONLINE REGISTRATION IN POWERSCHOOL

Online Student Registration for the St. Francis School District will be live as of 7/15/17. **Please note that the web address to access Powerschool has changed to [sfsd.powerschool.com](https://sfsd.powerschool.com). Please update all bookmarks accordingly.**

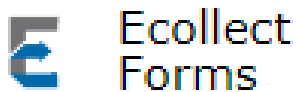
If you registered your student(s) last year, log-in to PowerSchool and click on the related student tab. If you do not remember your sign-in information please send an email to [powerhelp@sfsd.k12.wi.us](mailto:powerhelp@sfsd.k12.wi.us) and we will help reset your information.

Once logged in you will find a similar screen as to below:

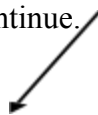
1. At the top of the screen you will see a tab for each of your students connected to your single sign-on account. The first step to completing the online forms process is to click on the related student tab.





2. On the navigation bar on the left side of the screen you will find a "Ecollect 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 your students. Click on a form name to continue.



▼ Specific Needs Forms (if applicable)

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 you.

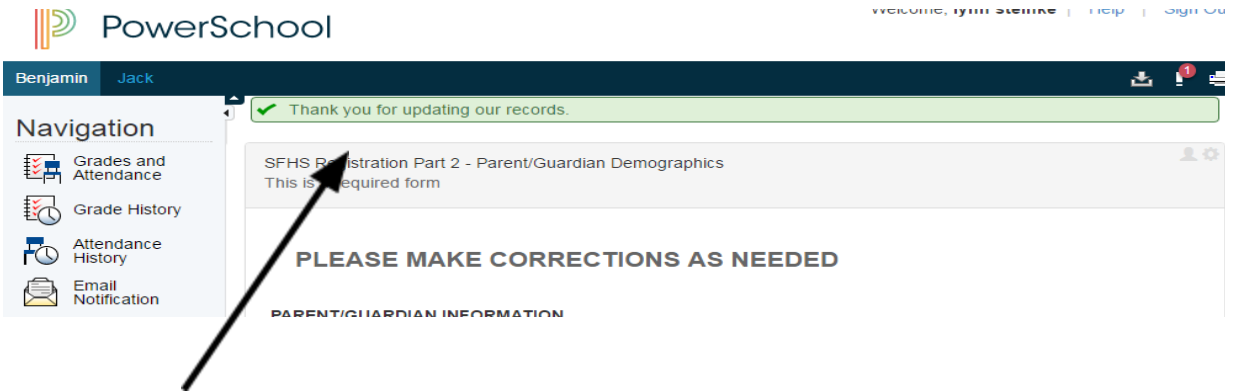
MM/DD/YYYY 

**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 please 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

welcome, Lynn Steiner | Help | Sign Out

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 the form has been submitted, you will receive a notification that your records have been updated. Return to the "Forms" link on the left side of the screen to select the next form; continue the process until all required forms have been completed.

Fees can now also be paid online from the appropriate tab in Powerschool via Credit Card or ACH Check. By July 31, 2017 all 2017-18 student fees will be posted in the system. If your student's fees reach the Family Max., we ask that you bring a printout of their receipt to registration so it can be applied to your student's account. The student registration fee max per family is \$200.

Should you have any further questions please send an email to [powerhelp@sfsd.k12.wi.us](mailto:powerhelp@sfsd.k12.wi.us) and we will respond as soon as possible. We appreciate your assistance with this process.