How to Register your Student in PowerSchool

- ✿ Go to www.d94.org ➔ For Parents ➔ PowerSchool - parents
- ✿ Login to PowerSchool - if you don't remember your login or password, email   powerschool@d94.org (email must come from a parent or guardian, login information will not be provided to students). If you need to create a PowerSchool account, see the PowerSchool Login Information sheet.
  NOTE: if you have more than one student linked to your account, you must follow these registration steps for each of your students, ***individually.***

- ✿ From the Navigation menu on the left, choose **Online Registration** and complete the following steps:

****

Step 1: Mailing Address
- ❖ Verify the address listed under Currently on File. If you have no corrections, ***Click Next***
- ❖ If you do have changes, enter the changes in the spaces provided. The office will be notified.
  NOTE: Changes **will not** be made until **proof of residency has been submitted.** Bring or mail in a **Lease Agreement, Mortgage Statement or Tax Bill.** Changes will be made when proof of residency is received. Please send Attention: Mrs. Janette Hernandez.

Click Next

Step 2: Non-Custodial/ Non-Residential Information
- ❖ Leave this screen **blank** unless **there is a mother/father/legal guardian** that does not live with the student. This allows the other parent/guardian to receive communication from the school regarding the student.

Click Next

Step 3: Contact Information - Review and make any changes to the information.

Click Next

Step 4: Student Demographics - Review and make any changes to the information.

Click Next

Step 5: Medical Information & Release - Review and make any changes to the information. Check the box to authorize the school to take emergency medical action if needed.

Click Next

Step 6: Policy Acknowledgment - Please review the Discipline, One-To-One Technology, Free Lunch Information and Internet Agreement Policies. Check the boxes provided to move forward once you have reviewed and agreed.

Click Next

Step 7: Signature – Enter your name and email address to electronically verify that the information provided is correct.

Click Next
NOTE: If your student is not participating in a sport, you don't need to fill out Step 8
just *Press Submit*

Step 8: For Athletes Only - If your student is participating in a sport, please fill out the form and send in a current sports physical (directions on screen).

Press Submit

****

Once you've submitted, you will automatically be directed to our online payment system to pay fees with a credit/debit card.

- Enter the same username and password that you used for PowerSchool to access your list of fees.
- Select each fee by clicking ADD TO CART individually.
- If desired, click Shop from the blue banner on top to add a yearbook or family athletic admission pass from the Additional Student Fees menu.
- If you used the webstore for payment last year, checkout using the email address and password you created during your past transaction(s). If you have never used our webstore, click Create New Account.

If you are not able to make full payment, come to the office during the designated times to set up payment arrangements or a fee waiver (dates and times are on the first page of this packet).