

# E-Registration Parent Guide

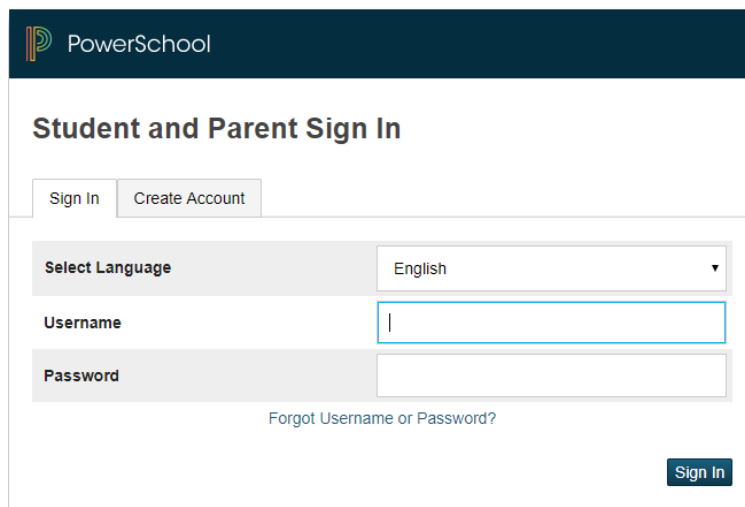
Parents,

In order to provide a more flexible and cost-effective approach to student registration, the Cedar Rapids Community School District requests you use an online enrollment process. This will provide parents a quick and easy way to update addresses, phone numbers, emergency and medical information, etc. You will also be able to fill out permission forms and other optional forms traditionally filled out and mailed into your respective schools at the beginning of each year.

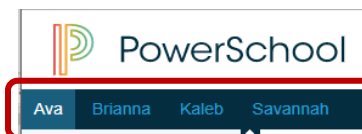
To begin, go to the **Student and Parent PowerSchool login page**: <https://pscr.gwaea.org/public/>

*See the attached page for instructions if you HAVE NOT previously created your parent account. You will need to have this done before proceeding with the online registration process. **If you need assistance with this step, please contact your student's school.***

Enter your **Username** and **Password**. Please use the 'Forgot Username or Password?' link if needed.

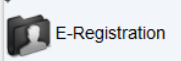


You will be taken to the **PowerSchool Parent/Student Dashboard** screen.

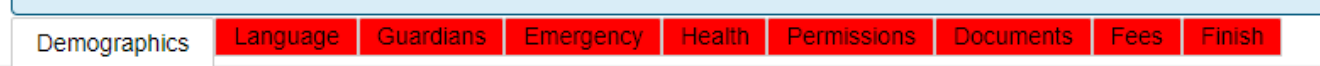


Each of your children's names will be displayed in the bar below the PowerSchool Logo (in the upper left portion of the screen).

Along the left-hand column are the screen options you have for each student.

- Click the E-Registration icon. 
- In the center column of the screen you will see the data that is **currently on file** at the school for the selected student.

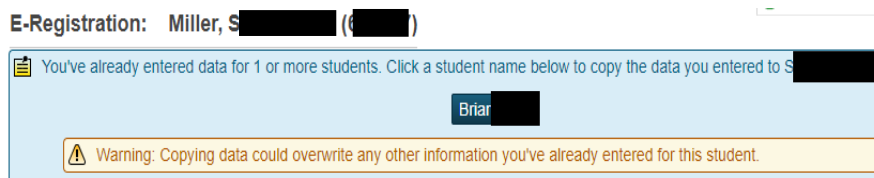
**The following screens give you the opportunity to make updates to your student's information. Only make entries if changes need to be made. You must move through all 8 screens for the corrections to be submitted.**



1. **Demographics** tab – Student address, phone numbers, etc.
2. **Language** tab – Home Language Survey
3. **Guardians** tab – Parent address, phones, etc. This is NOT your emergency contact.
4. **Emergency** tab – Emergency Contact information, e.g. name, relationship, contact phones as well as medical providers.
5. **Health** tab –
  - Medications and Health concerns – update your student's health information by:
    - Reviewing and/or updating **Health Concerns on File**. **This information is what is currently in your child's school health record**. Check the box below "Remove?" if the information is no longer current.
    - To Add Additional Health Concerns or Add Additional Medications, click the "Add" button.
    - Review and update **Insurance Information**.
6. **Permissions** tab – here parents grant or deny permission for their student's school activities.
7. **Documents** tab –
  - Other Forms: Access to district/school specific forms. Examples include: Athletic physical, classroom volunteer, Booster club membership, etc. **These forms can be viewed and/or printed and returned to school if necessary.**
8. **Fees** tab –
  - Fees: This page has links for School CashOnline to pay school fees and SendMoneyToSchool to put money in your child's lunch account.
9. **Finish** tab

**You must go through all steps for each student.**

Once you receive the message, "E-Registration has been completed for ", you may change students and begin again. You have the option to copy data from that first student to your next student:



All updates from parents go into a pending status. Building Secretaries must review each change request and provide final approval before any update is made to data in the PowerSchool files.

***Thank you for participating in Electronic Registration! We appreciate your support in our efforts to have more accurate data on file and reduce paper usage!***