



# PowerSchool Registration Instructions

Dear Parents and Guardians:

Starting in July, registration for the next school year can be completed in PowerSchool by following one of the two processes below.

**\*Parents of a new student:** Follow this link to create your PowerSchool username and password and enter your child's information into PowerSchool.  
<https://archd.powerschool.com/public/formbuilder/form.html?formid=1300594>

**\*Once you complete the link information, please wait for a response email with your login ID and password.**

After receiving your email, complete your child's registration using **one** of the options below.

**Parents of a returning student:** Please do not use the link. Instead, go directly to the options below.

## Option 1 PowerSchool Public Portal

Visit <https://archd.powerschool.com/public> and log in to PowerSchool by entering your username and password.  
Click Forms in the left navigation column to complete this year's registration forms.

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## Option 2 PowerSchool Public Portal

Download the PowerSchool app on a mobile device and enter this code to connect to our PowerSchool: TSQP  
Tap More in the bottom right corner.  
Tap Forms to complete this year's registration forms.

**Registration must be completed separately for all students, and some registration forms can be submitted for all students at once. After accessing PowerSchool from the Public Portal or the app, accessing the "Forms" section will allow you to complete the registration process.**

**There will be up to four sections of forms to review, and it is important that all forms in each section are completed.**

**For new students only - This form provides instructions for completing the Home Language Survey (HLS), which only needs to be completed once. School Specific-These forms are specific to your student's school and grade.**

**Review and Update - These forms have been completed in previous years, but should be reviewed to ensure accurate information is on file at the school.**

**Required-These forms must be completed each school year.**

**Important Form Notes:**

**Contacts: It is essential to ensure that parent and emergency contact information is accurate. Mailing lists and notifications are obtained from the information in the "Student Contacts" section of this form.**

**We're excited about the registration season and look forward to answering any questions you may have along the way. Please contact our secretary, Linda Lahey, at [llahey@seton.pvt.k12.ia.us](mailto:llahey@seton.pvt.k12.ia.us) as questions arise.**

**Sincerely,**

**Seton Catholic School**

\*Select the child you'd like to access the Registration forms for

← → ↻ archd.powerschool.com/guardian/home.html

Apps Gmail PowerTeacher ST Math Imported gc

# PowerSchool SIS

Claire Drew

### Alerting

SwiftReach  
SwiftK12

### Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration

## Grades and Attendance:

Grades and Attendance Standards Grad

Exp	Last Week					This	
	M	T	W	H	F	M	T
P1(A)							
P2(A)							
P3(A)							
P3(A)							
P4(A)							
P5(A)							

## PowerSchool Registration form instructions

\*Navigate to the Public Portal of PowerSchool and sign in using your Username and Password

Student and Parent Sign In (powerschool.com)

<https://archd.powerschool.com/public/home.html>

The screenshot shows a web browser window with the URL <https://archd.powerschool.com/public/home.html>. The page header includes the logo for "Archdiocese of Dubuque Catholic Schools" and the "PowerSchool SIS" logo. The main heading is "Student and Parent Sign In". Below the heading are two tabs: "Sign In" (selected) and "Create Account". There is a "Select Language" dropdown menu set to "English". The "Username" and "Password" fields are present, with the "Password" field circled in black. A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is at the bottom right of the form. At the bottom of the page, there is a copyright notice: "Copyright © 2009-2024 PowerSchool Group LLC and/or its affiliates. All rights reserved. All trademarks and other content are licensed by PowerSchool Group LLC and/or its affiliates." The Windows taskbar at the bottom shows the date and time as 2:05 PM on 1/7/2022, along with weather information (4°F Sunny).

\*\*\*To ensure that you receive text message alerts from the school, please ensure that the "SMS" field is set to "Yes" by navigating to Update Contacts in the PowerSchool Public Portal

Type	Phone Number	Preferred?	SMS
Mobile	[Redacted]	Yes	Yes
Your Update			

\*\*\*If you would like to receive notifications when your student is low on lunch funds, you may check the "Balance Alert" check box by navigating to Email Notification in the Public Portal

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Attendance History

Email Notification

Teacher Comments

Forms

School Bulletin

Class Registration

Balance

My Schedule

School Information

Account Preferences

What Information Would You Like to Receive?

Summary of Current Grades and Attendance

Detail Report Showing Assignment Scores for Each Class

Detail Report of Attendance

School Announcements

Balance Alert (Note: will only be sent when student is low on funds)

\*For the child in question select the "Forms" option in the menu on the left side of the screen

The screenshot shows a web browser window with the URL `archd.powerschool.com/guardian/forms.html?sharetype=enroll&tabSel=enroll&ismobile=`. The browser's address bar and tabs are visible at the top. The PowerSchool SIS logo is in the top left, and the user is logged in as 'Abby Hyland'. The left navigation menu includes 'Alerting', 'Navigation', and 'Forms' (which is circled in red). The main content area is titled 'Enroll Form Listing for Hyland, Claire Rose' and contains the following text: 'Your preferences haven't been configured. To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.' Below this is a section for 'Required' forms:

Form Category	Status
A. Student Demographics	Empty
B. Student Address	Empty
C. Student Contacts	Empty
D. Health Information	Empty

\*Please fill out any Registration forms marked "Empty." Any section marked "Approved" or "Submitted" does not need to be filled out at this time.